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ABSTRACT

This compendium of abstracts of state day care licensing regulations has been prepared as part of the National Survey of Day Care Licensing conducted by Consulting Services Corporation in conjunction with Social and Administrative Services and Systems Association for the Office of Child Development, U.S. Department of Health, Education, and Welfare. A uniform format for the presentation of the abstract of day care regulations for each state and the District of Columbia has been used. (For related document, see PS 005 346.) (Author/CK)

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ABSTRACTS OF STATE DAY CARE LICENSING REQUIREMENTS

PART 2: DAY CARE CENTERS

DHEW Publication No. (OCD) 72-12

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Department of Health, Education, and Welfare
Office of Child Development

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PREFACE

This compendium of abstracts of state day care licensing regulations has been prepared as part of the National Survey of Day Care Licensing conducted by Consulting Services Corporation in conjunction with Social and and Administrative Services and Systems Association for the Office of Child Development, U.S. Department of Health, Education, and Welfare.

A uniform format for the presentation of the abstract of day care regulations for each state and the District of Columbia has been used to facilitate state-by-state comparisons by the reader. The licensing agency in each state was requested to review the abstracts of that state's regulations to ensure proper interpretation and to correct any errors or omissions. All changes received from the state licensing agencies have been incorporated into these abstracts.

Information on the day care licensing statutes and regulations of the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Trust Territories of the Pacific Islands is being collected. Abstracts of these regulations will be published separately as an addendum to this volume.

ALABAMA
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Pensions and Security.

   b. Statute: Acts of Alabama, 1951, p. 1211, Section 6, Subsection 13; (Title 49, Section 17(7), Subsection 13, Alabama Code of 1940, Cumulative pocket parts).

   c. Regulation: "Minimum Standards for Day Care Centers, 1960."

2. DEFINITION: "The term 'day care center' shall mean any person, or group of persons, association, corporation, institution or agency providing care, for compensation, reward or otherwise, to more than four children during part of, or all of the daylight hours, but less than 24 hours, apart from their own parents or guardians. When used in these standards, the term includes day nurseries, nursery schools or other similar units of operation under any other name. The term shall not include kindergartens and nursery schools operating under public school auspices, or kindergartens or nursery schools operating in connection with parochial or other properly established and authorized grade schools. Care given to children on church premises while their parents attend services are excluded."

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: 3 through 14 years of age.
   (Note: Children under 3 may be accepted when the Center is licensed to provide group care for children under 3, according to "Special Regulations for Day Care Centers with Children under 3 years of age, 1969" summarized separately in this Compendium.)
   Number of Children: More than 4

   b. Group Size Limits:
   2-1/2 to 4 years - 10
   4 to school age - 20
   School age - 25

   c. Child/Staff Ratio:
   2-1/2 to 4 years - 10:1
   4 to school age - 20:1
   School age - 25:1

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: If persons younger than 21 years or over 70 years are members of the staff, persons between 21 and 70 years must be on hand in the center at all times.

2. Education/Training: Every director must have had at least a high school education or its equivalent and must have had a period of observation and a minimum of three months successful teaching experience in a day care service of recognized standing. In centers serving thirty children or more the director must have advanced college training, successful experience in child care and development and ability in the administration of a sound program of child care.

3. Physical: Good physical condition as evidenced by purchase of a health certificate and negative TB test at the time of employment and at least annually thereafter.

4. Character: Emotional stability as evidenced by patience with and understanding of the actions of small children.

b. Teachers:

1. Age: See 4.a.1 above.

2. Education/Training: The child care staff, that is, those working with the children, must have at least a high school education or its equivalent.

3. Physical: A physical condition required to insure resistence to common ailments and sufficient agility to care for children in active play; a health certificate and negative TB test must be presented at the time of employment and at least annually thereafter.

4. Character: See 4.a.4 above.

c. Assistants: Defined as "teachers"

5. PHYSICAL FACILITY:

a. Use Restrictions: A site on a busy street without parking or off-street loading areas should not be considered. Factory, industrial or commercial areas shall be avoided if possible. "If the day care center is located in a family residence, the building or portion of the building to which children have access must be used only for the day care center while it is in operation. A day care center must not be operated in a rooming house, or where any other type of business is operated."

b. Physical Structure:

1. General: The center must be provided with physical facilities which are safe and suitable for children and for the program activities required.

2. Usable Floor Levels: Ground or first floor space. Use of basement and second stories may be considered if approved.

3. Indoor Space: "The day care center must have adequate indoor space. The indoor space must have sufficient floor area for play to provide 35 square feet of floor space per child. Halls used as passageways, bathrooms and kitchen, joining bedrooms and floor space used by permanent built-in cabinets must not be considered as floor space available for play. The indoor space is to be used by the children for play and for materials, equipment and furniture." Beds, cribs or cots must be placed at least 2 feet apart except when screens are used.

4. Outdoor Space: "The outdoor play area must contain at least sixty square feet of usable play space per child. The play area must not have hidden corners or unprotected hazards, such as deep pools or holes or lawn equipment. It must be kept free of broken glass and other debris. Any area which contains garbage pails, drainage ditches or like hazards must be fenced so that children cannot come in contact with them.

   "The outdoor play area must not exceed limits within which staff members can keep children in sight at all times. If there is a traffic hazard, adequate fencing must be provided to prevent children from running on driveways, streets or highways. If the play yard is not subject to traffic hazards, a hedge or an informal type of boundary can serve as a fence. The outdoor area must, through natural or other drainage, be free from dampness. Surface treatment of the play area must be free from hard abrasive material. Grass, tanbark, sand or rubber mats should be placed under play equipment used for climbing or swinging."

5. Lighting Requirements: "All rooms used by the children must be properly ventilated and lighted. Window space must be at least one-fourth of the floor space. The light must be such that artificial lighting need be resorted to only on the darkest days. Lighting conditions, both natural and artificial, must be adequate. They should be checked regularly for the recommended minimum of 30 sustained foot candle of illumination at work and play levels. Windows must be the kind that can be opened. Outside doors and windows must be screened."

6. Toilet-Washbasin/Child-Ratio:

   1 toilet per 10 children
   1 washbasin per 10 children

   If the center is located in a community where there are no flush toilet facilities, the public health department must approve the toilet facilities provided by the center.

7. Special Features: Outside exit doors must open outward. Adequate and safe provision for heating all indoor space must be made, and an even temperature of 65-70° F. must be maintained. All heating facilities must be adequately protected. A center must provide drinking water accessible to the children.

6. CODE REQUIREMENTS:

   a. General: Applicable local ordinances must be complied with before a license is issued by the Department.

   b. Building: Clearance with local building, fire, health and zoning departments should be made before proceeding with plans to build or to use a building already constructed.

   c. Fire: All buildings must be approved by the local fire department for freedom from fire hazards.

   d. Safety: The facility must be provided with physical facilities which are safe and suitable for children and for the program activities required.

e. Sanitation: The facility must be approved by the public health department for sanitation and for other health protective measures.

7. LICENSING FEE: None

8. CHILD HEALTH: The center must obtain, prior to admission, a signed statement by a licensed physician as to a child's satisfactory health condition. If there is evidence of T.B. in the family a chest X-ray should be made. Immunizations against smallpox, tetanus, typhoid, whooping cough, polio and diptheria should be completed. A daily inspection of each child is required to determine evidence of illness or contagion. If children are transported in a group, the inspection must be made before a child enters the car. Any child showing ill-health symptoms must be isolated until arrangements can be made for care elsewhere. A first aid kit equipped with supplies recommended by the Department of Health must be maintained.

9. OTHER:

a. Reports and Records: A center must keep records of information and make them available upon request. These include:

1. Financial records showing the status of the center.
2. Personnel records of staff.
3. Health records and physical examination records of staff and children.
4. Name and date of birth of each child.
5. Name, address and telephone number of each parent both at home and at work.
6. Name, address and telephone number of a responsible substitution to call in an emergency.
7. Name, address and telephone number of a physician to call in an emergency.
8. Date of entrance and withdrawal of each child.
9. Daily attendance record of each child.

b. Program: The center must provide constructive experiences for each child through planned physical activity and creative play. The program must provide for alternate periods of active play and quiet periods. Children must have opportunity to get drinking water as often as they wish it. Regular intervals must be provided for children to go to the toilet. Opportunity must be provided for the children to have intimate contacts with the adults in the center. The program must provide appropriate stimulation for the age level of the group and children must proceed from one activity to another. It must include experiences with music, nature, stories, discussions and art and must not include emphasis on teaching the children to read and write.

c. Educational Equipment: Suitable furniture properly arranged, of a size and type that will fit the child's needs. There must be a chair for each child, and equipment for all age levels. Some equipment must provide opportunity for the child to play quietly by himself.

d. Outdoor Play Equipment: Must be kept in good condition free of sharp, loose, rusty or pointed parts.

e. Other Equipment: Adequate sanitary equipment is required for washing and bathing the children. There must be clean extra clothing in case of toilet accidents. Provision must be made for keeping each child's clothes separate and there must be an individual cot or bed, sheets and a blanket for each child in the center more than 5 hours a day.

f. Discipline: Corporal punishment or any other technique which is humiliating or frightening must not be used; punishment must not be associated with food, rest, isolation because of illness, or toilet training.

g. Nutrition: The center must make adequate provision for meeting the children's food needs and must provide an adequate kitchen equipped with stove, refrigerator, sink, dishes and cooking utensils. The noon meal must include at least one hot dish, preferably the main dish.

h. Insurance: Not required, but recommended that liability insurance should be carried.

i. Transportation: Not specified.

j. Telephone: A telephone must, if possible, be in the center for use in emergencies.

10. SPECIAL PROVISIONS:

a. Infant Care: See separate summary of standards.

b. If physically handicapped children are enrolled there must be adequate staff to take care of their special needs, over and above the needs of the group.

SPECIAL REGULATIONS FOR DAY CARE CENTERS WITH CHILDREN UNDER 3 YEARS OF AGE

1. REGULATING AUTHORITY:

    a. Licensing Authority: Department of Pensions and Security.

    b. Statute: Acts of Alabama, 1951, p. 1211, Section 6, Subsection 13; (Title 49, Section 17(7), Subsection 13, Alabama Code of 1940, Cumulative pocket parts).

    c. Regulation: "Minimum Standards for Day Care Centers for Children under Three, 1969."

2. DEFINITION: See definition under Alabama Day Care Centers.

3. CHILDREN ELIGIBLE:

    a. Minimum-maximum Age: Between 6 weeks and 3 years (Preferably no child under 3 months.)

    Number of Children: More than four.

    b. Group Size Limits: "In groups according to age and/or development."

    c. Child/Staff Ratio: 5:1

4. STAFF QUALIFICATIONS:

    a. Director:

        1. Age: Not specified.

        2. Education/Training: Minimum high school graduation. A director of a center serving more than 15 children must also have had experience in caring for children under 3, or some college training in child development.

        3. Physical: All staff members must be in good physical, mental and emotional health. A satisfactory physician's report is required and negative T.B. reports.

        4. Character: All staff members must be persons who relate well to children, are warm, loving and patient.

b. Other Staff:

1. Age: Not specified.

2. Education/Training: Child care staff working with children over one year must have completed 10th grade.

3. Physical: See for Director above.

4. Character: See for Director above.

5. PHYSICAL FACILITY:

a. Use Restrictions: Not specified.

b. Physical Structure:

1. General: Plant and building must be suitable for child care, located within reasonable proximity to the children who will be served.

2. Usable Floor Levels: Ground level.

3. Indoor Space: 35 sq. ft. of indoor play space per child in addition to space provided for cribs. Beds, cribs or cots must be at least 2 feet apart.

4. Outdoor Space: 40 sq. ft. per child, fenced with provision for shade and adequate for freedom of movement and active play.

5. Lighting Requirements: Not specified.

6. Toilets-Washbasins/Child-Ratio:

One commode, 1 tub or bathinette and 3 potty chairs:
    10 - 15 children
One washbasin: 10-15 children

7. Special Features: When not air-conditioned, the building must have adequate ventilation. There must be 2 readily accessible exterior exits. Space must be provided for use as an office.

6. CODE REQUIREMENTS:

a. General: All local ordinances must be met.

b. Building: Not specified.

c. Fire: All buildings must be approved by the local fire department or the State Fire Marshal's office.

d. Safety: Not specified.

e. Sanitation: Any rules or regulations set forth by the County Board of Health and carried out by the County Health Department must be met.

7. LICENSING FEE: None specified.

8. CHILD HEALTH: A doctor's statement must be obtained on every child prior to admission, then a medical statement is required semi-annually for children under one year of age and annually for those one year or older. Daily health checks required. Isolation quarters must be provided for a sick child, until taken home.

9. OTHER:

a. Reports and Records: Required are records of daily attendance, child progress reports, monthly population reports, staff personal records and child personal records.

b. Program: The daily program must be suitable for the child's level of development.

For infants up to 12 months each child must have at least 1/2 hour each morning and each afternoon of undivided attention by the same specific adult. The child must not be left too long in the crib. Each child must be allowed to form his own pattern of sleep and must be provided care (diaper, feeding, holding) when needed. The child must be held while fed if unable to sit unaided.

For children one year to three years old there must be a daily program of activities including dramatic play, stories, music, free activities, encouragement of language -- all according to child's state of development. Parent and center methods of toilet training must be consistent, and this must be delayed until child is adjusted to the center.

c. Education Equipment: There must be furniture appropriate for the age of the children in each unit. For instance, a chair and table space must be provided for the children who can eat at the table, high chairs for those who cannot. Toys and play equipment must be provided. All furnishings and toys must be safe for children, i.e., no sharp edges, none in rusty or toxic conditions, nothing small enough to put in mouth, etc.

d. Outdoor Play Equipment: Required are: low swings with canvas or plastic seats, sandbox with sand toys, low pedal toys, wagon, wheelbarrow, low climbing bars and a low slide.

e. Other Equipment: Equipment must be appropriate and safe. There must be a bed or crib for each child on roll. Mattresses must be of a washable material and there must be a sheet for each crib or cot. Washable cots may be used for the group between 18 months and three years. There must be a staff rocking chair for each five children under 2 years of age, and for each 10 children over 2 years of age.

f. Discipline: Punishment must not be used with the infancy to 12 months age group. For the one to three year olds punishment or shaming must never be used in connection with toilet training and corporal punishment not used under any circumstances.

g. Nutrition: For infancy to 12 months solid foods must not be given in a bottle. A variety of foods must be offered and food must not be forced on or withheld from a child.

For ages one to three years, children must be provided a balanced noonday meal. Milk and fruit juice must also be served -- with no substitution for juice. Food must not be forced or withheld.

h. Insurance: The center must carry liability insurance.

i. Transportation. Not specified.

j. Telephone: A telephone must be on the premises.

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Health and Welfare.

   b. Statute: Titles 51-3-62 ACLA Cum. Supp., 51-3-63 ACLA Cum. Supp., 51-6-1 through 51-6-11 ACLA Cum. Supp.

   c. Regulations: "Minimum Standards for Day Nurseries in Alaska, 1961"

2. DEFINITION:

   Nursery:
   "Any establishment providing care and services for any part of the twenty-four hour day for any child not related by blood or marriage to the owners or operators." This has been interpreted to exclude any establishment whose primary purpose is educational rather than child care. Thus, such facilities as kindergartens and nursery schools would not be subject to these regulations. Also excluded from the interpretation of this term is any home which is not regularly in the business of providing day care services to children but is caring for children temporarily to accomodate a friend or neighbor. However, the Division reserves the right to inquire into the program of any facility providing care and services to children to determine its true purpose. Facilities on military bases are also excluded.

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: 0 - 14
      Number of children: More than 6

   b. Group Size Limits: Under 3 years - 5 children
      3 years and over - 10 children

   c. Child/Staff Ratio: Under 3 years - 5:1
      3 years and over - 10:1

4. STAFF QUALIFICATIONS:

   a. Director

      1. Age: At least 21 years of age

      2. Education/Training: At least high school education or child-group experience.

      3. Physical: Each staff member, having contact with the children, shall be in good physical, mental and emotional health, and be of good character and reputation. If a

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staff member has not undergone examination by a licensed physician within six (6) months prior to the date of employment, she shall undergo such examination no later than one week after the date of employment. Each staff member shall furnish a signed, properly dated physician's statement certifying that her health is adequate to undertake the duties expected of her in the nursery and that she is free from communicable disease. Chest x-ray or other test for tuberculosis shall be part of the examination. (Serological test is recommended.) Subsequent annual physical examinations are required.

4. Character: All personnel must have affectionate attitude toward children, be able to deal with them firmly and consistently, and have a good understanding of their growth and development. Names of character references shall be furnished by each employee.

b. Teachers and Assistants

1. Age: Not specified.

2. Education/Training: Not specified.

3. Physical: As for Director above.

4. Character: As for Director above.

5. PHYSICAL FACILITY:

a. Use Restrictions: No establishment shall be licensed as a nursery if it is also used as a nursing, convalescent or maternity home, children's institution or as a rooming or boarding house.

b. Physical Structure:

1. General: No specific requirements.

2. Usable floor levels: If on ground or first floor the building shall be one-hour fire resistive construction throughout. If on more than one story or above first floor the building shall be Type I or II construction, as in Chapters 18 and 19 of Uniform Building Code.

3. Indoor Space: 30 sq. ft. per child, exclusive of hallways, bathrooms, lockers, closets, laundry and furnace rooms, and that part of the kitchen occupied by stationary equipment.

4. Outdoor Space: 75 sq. ft. per child - well-drained and enclosed.

5. Lighting Requirements: Shall be lighted and ventilated as set forth in Section 905 of the Uniform Building Code.

6. Toilets - Washbasins: Not specified.

7. Special Features: At least 2 exits are required on each floor, each exit equipped with "panic hardware". Swinging doors shall be in the direction of the exit travel and every exit shall discharge into an unobstructed public way or exit court.

6. CODE REQUIREMENTS:

a. General: Regulations concerning the physical plant of a center are based on the standards in the Uniform Building Code of the Pacific Coast Building Officials Conference, 1958 Edition: A center shall meet requirements for Group "C" occupancies.

b. Building: One-hour fire resistive construction or, for above first floor facilities, a building of Type I or II construction as in Chapters 18 and 19 of the Uniform Building Code.

c. Fire: Shall conform to all State and local regulations, and be subject to periodic inspections by the State Fire Marshal or the local Fire Department.

d. Safety: If stairways used, they shall be equipped with railings and kept unobstructed, and at least one stairway shall be in a smokeproof enclosure as in Sections 3309 (a) and (c) of the Uniform Building Code; doors to the smokeproof enclosure shall meet requirements of Section 3309 (e) of the Uniform Building Code and exits to it shall meet requirements of Section 3309 (f).

e. Sanitation: Shall conform to all applicable State Regulations contained in Title 7 of the Alaska Administrative Code and local regulations. Centers shall be subject to periodic inspection by State and/or local sanitation authorities.

7. LICENSING FEE:

None specified.

8. CHILD HEALTH:

Every child admitted to a group care nursery shall have a physical examination by a licensed physician no later than two (2) weeks after he is admitted to the nursery, if he has not had such examination within one month prior to admission. Subsequent annual examinations shall be required. A signed, properly dated statement from the examining physician shall be on file in the nursery and shall certify that the child is in good health and able to participate in the activities of the nursery and shall include information concerning known food allergies, unusual habits, handicapping conditions, or other factors which would require special care for this child.

Physical examination shall not be required for any child who is cared for in a group care nursery for a period of less than two (2) weeks. Daily health checks are required, no child admitted if he has been exposed to a communicable disease, and isolation is required for any child who becomes sick until his removal from the center.

9. OTHER:
   a. Records and Reports: The nursery shall submit monthly reports on daily attendance and the number of children cared for. A card file or ledger shall be maintained for each child and shall include the following information:

      Name
      Birthdate
      Name of Parents
      Address of Parents (home and business)
      Telephone of Parents (home and business)
      Legal Guardian, if other than parents, with name, address and telephone
      Name, address and telephone of family physician
      Name, address and telephone of person to be notified in case of emergency
      Date of Admission
      Date of Discharge
      Person to Whom Discharged
      Individual records for all employees shall be maintained, listing education, experience, references, and health examination reports.

   b. Program: The nursery shall provide a program of varied planned activities which are wholesome and healthy for the child and which allow for both group activities and individual interests. If children under the age of three are cared for, a separate program shall be provided for them, taking into consideration their special needs. Separate play and sleeping space shall be required. Routine activities, such as eating, sleeping and washing, shall be performed with reasonable regularity. Toileting shall be arranged according to individual needs. Play periods shall come at approximately the same time each day. If a child remains as long as 4 hours in a center there should be at least one rest period, and if longer than 5 hours a nap of at least one hour shall be included.

c. Educational Equipment: Shall be adequate to offer children a variety of activity. All play equipment shall be safe and clean.

d. Outdoor Play Equipment: No specific requirements.

e. Other Equipment: Every center shall have approved utensils and equipment for proper preservation, storage, preparation and serving of food. Clean and adequate bedding and individual cots or beds shall be provided. Furniture shall be well constructed and safe. Toilet articles shall be individually provided and extra clothing, if needed.

f. Discipline: Children under care shall not be subjected to cruel, unusual or unnecessary punishment.

g. Nutrition: A mid-morning snack of citrus fruit or tomato juice or milk, and a mid-afternoon snack of milk or fruit and cracker shall be furnished for each child present. For children who remain more than four (4) hours in the nursery, a complete and well-balanced meal shall be provided. At least one-third of the child's daily minimum requirements shall be provided. Menus shall be planned in advance, so that parents will know in advance what is being served each day. The nursery staff shall obtain from the parents information concerning any food allergies the child has and shall plan his meals accordingly.

h. Insurance: Each center shall procure bodily injury liability insurance in an amount of not less than $10,000 one person, $50,000 one accident, in companies authorized to do business in the State of Alaska.

i. Transportation: Not specified.

j. Telephone: Every center shall have a telephone or one shall be readily available.

k. Financial Status: Each center shall give evidence that it has adequate financial resources to assure continuing operation.

ARIZONA
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Agency: Department of Health.

   b. Statute: Licensing Act, Section 36 Chapter 7.1, Article 1 Arizona State Revised Statutes.

   c. Regulations: "Rules and Regulations for Child Day Care Agencies."

2. DEFINITION:

   "Child Care agency includes any person who maintains facilities for the purpose of providing care, supervision or training for five or more children not related to the operator under sixteen years for periods of more than one hour but less than 24 hours per day, apart from their parents or guardians for compensation excepting parochial and private educational institutions which are operated for the sole purpose of providing an education to children in substitution for an education in the public school system."

3. CHILDREN ELIGIBLE:

   a. Minimun-maximum age: Infants - 15.
   Number of children: 5 or more.

   b. Group Size Limits:

Age	Number of children
Infant-toddler	10
Under 3	10
3	15
4	20
5 (and above)	25

   c. Child/Staff Ratio:

Infants	10:1
Up to 3 years	10:1
3	15:1
4	20:1
5 and older	25:1

   "A minimum of 2 staff members is required whenever the number on the premises exceeds 10."

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: Minimum 21 years.

2. Education/Training: Not specified.

3. Physical: "All personnel shall be of sound health and possess no physical or mental limitations or display emotional instability that might reasonably be deemed to interfere with the duties required of them by these regulations or endanger the health or safety of the children under their care."

   "At the time of employment all personnel, and part-time personnel, shall be required to present certification by a licensed M.D. or D.O. that he has had within six weeks of time of employment a physical examination, including a blood test, that indicates freedom from communicable disease and freedom from any physical disability such as legal blindness, deafness, or epilepsy. Such a report shall be on a form provided by the Department and shall be on file in the agency. A skin test or chest X-ray, negative for evidence of active pulmonary tuberculosis, shall also have been obtained either from a physician or from the county health department as evidenced by a county health card."

4. Character: "All personnel shall be of good moral character and have a suitable temperament for working with and supervising children."

b. Teachers:

   1. Age: Minimum 18 years.

   2. Education/Training: Not specified.

   3. Physical: See 4.a.3. above.

   4. Character: See 4.a.3. above.

c. Assistants:

   1. Age: 16 to 18 under adult supervision.

   2. Education/Training: Not specified.

   3. Physical: See 4.a.3. above. "Unpaid volunteers are required to present evidence of a negative chest x-ray or a negative tuberculin skin test given within one year."

5. PHYSICAL FACILITY:

   a. Use Restrictions: "No child care building shall be located on the same premises nor operated in conjunction with a rest home, nursing home, a sheltered care home, boarding house, rooming house for adults, or a multiple or single dwelling unit where such operations involve the use in common of any facilities during hours of child care operation. If an agency building is a family residence, the building or portion of building to which children have access shall be used only for child care purposes while it is in operation."

   b. Physical Structure:

      1. General: "All rooms used by children in all agencies shall be adequately heated and cooled. Heating facilities shall be adequately protected to prevent children from contacting them. Ventilation shall not subject children to drafts. The use of unvented or open-flame space heaters, portable heaters or sawdust burning furnaces is prohibited. All unused gas outlets shall have the valves removed and shall be capped at the wall or floor with a standard pipe cap. All gas-fired heating devices shall be connected to the gas supply by means of rigid pipe, and equipped with automatic pilot gas shutoff controls. Such devices shall be inspected and serviced as needed and at least annually by a properly qualified person. The design and installation of all heating, steam, ventilation and cooling systems shall be in compliance with applicable codes."
      2. Usable Floor Levels: "Rooms of new agencies used for pre-school pupils shall not be located above the first story above grade except in buildings of concrete and steel construction."
      3. Indoor Space: "At least 35 square feet per child shall be provided. The play area shall be occupied only by children's play materials, equipment and furniture."
      4. Outdoor Space: "The outdoor play area shall have at least 75 square feet for each child occupying the area at any time, shall be easily accessible, fenced adequately to insure the safely of the children, and free from hazards such as sharp objects, deep holes, construction equipment, drainage ditches and debris. The outside area shall have a suitable surface with tanbark, sand or a resilient material under swings and play equipment where falls may occur. A hard surfaced area can be provided for wheeled vehicles. Dust shall be kept to a minimum. Shaded areas shall be available during summer months."

5. Lighting Requirements:
"All parts of all agency buildings shall be adequately lighted and free of glare. A minimum of thirty sustained foot candles of illumination shall be maintained at work and play areas, except where higher levels are required by the Department."

6. Toilets, Washbasins/Child Ratio: "One of each for every 10 children."

7. Special Features:

   a. "Drinking water shall be easily accessible to the children on the playground and in the playroom. Drinking fountains shall be of a type approved for schools."

   b. "Adequate laundry facilities shall be provided unless arrangements are made for a commercial concern with approved facilities to provide service."

6. CODE REQUIREMENTS:

a. General: "The minimum standards and requirements mentioned herein shall apply to all existing and new agency buildings except where specific variances are permitted by these regulations or the Department."
"Additions to existing agency buildings, conversion of existing buildings or portions thereof for use as agencies, and portions of agency buildings undergoing any alteration other than repair, shall meet standards required for new agency building construction."

b. Building: "An agency building in existance at the time of the passage of these rules and regulations may have their existing use or occupancy continued if such use or occupancy was legal at the time of adoption of these rules and regulations, provided such continued use is not dangerous to life, health or safety. All new construction shall meet the requirements of applicable local and state codes, including the most recent edition of the following documents filed by the Department at the office of the Secretary of State.
Uniform Building Code and Appendix
Uniform Building Code Modifications as adopted by the Arizona Chapter, of the International Conference of Building Officials
National Electric Code as modified by the Arizona Electric Code
Western Officials Uniform Plumbing Code
American Refrigeration Institute

American Standard Safety Code for Elevators
Fire Prevention Code
Arizona State Requirements for Food Service
Establishments

c. Fire: "Each new and existing agency building shall be provided with a manually operated fire alarm system conforming to the most recent edition of the N.F.P.A. Code #101 filed by the Department in the office of the Secretary of State and an approved heat or heat-smoke detection system with detection heads in seldom occupied and hazardous locations, including kitchens, utility rooms, general storage rooms, enclosed attached garages, janitor closets, attic and mechanical equipment rooms, if any, unless either of the following conditions pertain: Such fire alarm and heat detection systems: (a) shall not be required in a single story building with no basement where all rooms used for instruction or play have the required number of exit doors, not less than three feet (3') in width, swinging directly to the outside, (b) shall not be required in a building which has the required fire restrictive construction and is certified by the regularly appointed fire inspector as being reasonably safe for child day care usage without either or both such protective devices."
"All child care buildings shall be located in a class 9, or better fire protected area as defined by the American Insurance Association or protected with other fire safety features required by the Department."

d. Safety: "Each new and existing agency shall comply with state and local safety and fire prevention codes and regulations. In addition, thereto, each new and existing agency shall conform to the following requirements:

1. Attic space shall not be used for the storage of readily combustible materials nor for any other purpose unless approved by the fire inspector and the Department. Furnace rooms and rooms where hot water tanks are located shall not be used for storage of combustibles.

2. All flammable liquids other than one quart maximum quantity used for medical purposes shall be stored in approved-type metal safety containers.

3. Combustible waste material shall be kept in metal con-

tainers with tight fitting covers and shall not be accumulated in or around the premises. All paper, cotton, cloth batting, vines, leaves, straw and materials used for decorations or costumes shall be flame-proofed or manufactured of non-combustible material.

4. Trash burning shall be done in accordance with state and local regulations.

5. Written instructions shall be posted which shall include special staff assignments and general procedures in case of fire and other disasters. A fire evacuation drill shall be executed at the time of the annual fire inspection.

6. All basement stairways shall be separated from the main floor by a full door at the main floor level and such door shall have a self-closing device and be kept locked when not in use. All stairways leading to rooms used by children of school age shall be equipped with railings suitable for the use of children.

7. Children shall not be allowed in the kitchen except as part of a planned program with definite supervision and precautions to insure safety.

8. All low windows or arcadia doors shall be protected sufficiently to assure the safety of the children.

9. House and garden insecticides, medicines, flammable liquids in safety cans and all corrosive materials shall be kept in locked storage out of the reach of the children.

10. Garden tools and repair equipment shall be kept in a locked area and may be used by children only under adult supervision.

11. All fish ponds, irrigation ditches, or other bodies of water shall be made inaccessible except during period of close and constant supervision.

12. All poisonous plants or shrubs shall be adequately fenced off so as not to be accessible to children.

13. The operator shall be responsible for the behavior of pets or animals allowed on the premises. All dogs and cats on the premises shall be immunized against rabies.

14. Water used by children shall not exceed 110 degrees F. temperature."

e. Sanitation: "All sewage and liquid wastes shall be discharged into a municipal sewage system, or in a manner approved by the Department. All new plumbing work shall comply with applicable codes."

1. "All parts of the premises and all furnishings, equipment and materials shall be kept in a sanitary condition and maintained free of flies, roaches, or other vermin at all times. Fixtures such as toilet bowls and lavatories, bathroom, playroom and kitchen floors shall be scrubbed daily, and more frequently if necessary, with an approved cleaning solution and disinfectant. All areas shall be cleaned as often as required to keep them clean.

2. There shall be sufficient water pressure to meet the sanitary needs of the agency at all times.

3. Garbage and rubbish shall be stored in containers with tight fitting covers. Garbage shall be removed from the building daily, or more often if necessary to maintain a sanitary condition. Garbage containers shall be washed and sanitized after emptying. Garbage cans shall be lined with newspapers, paper bags or plastic liners.

4. The use of the common drinking utensil is prohibited. Clean, single-use cups, dispensed from an approved dispenser, are acceptable. Drinking fountains shall be kept clean and in working condition.

5. Where individual cloth towels, toothbrushes, washcloths or combs are used for the children, they shall be kept in a sanitary condition.

   Each child's toilet articles shall be kept on racks or in cubicles, separated from the articles used by another child. Each article and cubicle shall be identified at least by the child's name.

6. Extra, clean clothing shall be available for the younger children to use in case of accidents.

7. There shall be separate covered, waterproof, easily cleanable containers for the storage of soiled diapers and clothing. The children shall not have access to the containers.

8. Permanent floor coverings shall be tight, smooth, washable and free from dampness and odors.

9. Appropriate fly control measures, such as screening all windows that open and all other direct openings to the outside other than doors, and placing self-closing devices on all doors to the outside, or any equivalent measure approved by the Department, shall be taken when flies are prevalent."

7. LICENSING FEE: $25.00.

8. CHILD HEALTH: "Each child shall be observed by a staff member before he enters the agency. A child shall not be accepted by the agency if he is obviously ill with a communicable disease."

"A child who becomes ill during the day shall be isolated from the group."

9. OTHER:

a. Records and Reports: "Each agency shall maintain at least the following records at the agency which shall be up-to-date and available to the Department on request.

A. Staff records for all personnel, including part-time and volunteer.

1. An application blank giving pertinent information including the employee's name, birthdate, experience, education, employment references, person to notify in emergency, and social security number.

2. Documentation of the results of examinations required under 4-6-4,1 (a through d) will be deemed sufficient.

B. Individual records for all children:

1. Name, address, sex, date of birth of child.

2. Name of parents or guardians, home and work addresses, and telephone numbers.

3. Name, address and telephone number of additional responsible person or persons in case parents or guardians cannot be located.

4. Name and telephone number of family physician or pediatrician.

5. A report by the parent or physician noting history of immunizations, illness susceptibility and special requirements for health and maintenance, such as special diets, extra rest periods, or others.

6. A record of medication requested by the parent and administered at the agency.

C. Daily attendance records shall be kept of the staff on duty and of all children admitted for any period of the day."

b. Program: Not specified.

c. Educational Equipment: "All new and existing facilities shall provide sufficient materials and play equipment to meet the varied developmental levels and interests of children of different age groups. The equipment, both indoor and outdoor, shall be in sufficient quantity to provide variety and active physical play, shall be in good condition, safe and free of sharp, loose or pointed parts. Painted toys and equipment shall be free of toxic paints, lead, arsenic and guaranteed by the manufacturer as safe. Equipment shall be kept clean.

Equipment shall be of appropriate size; tables and chairs of proper size, comfort and number shall be provided."

d. Outdoor Play Equipment: "In sufficient quantity to provide variety and active physical play; in good condition, safe and free of sharp. loose or pointed parts; free of toxic paints, lead, arsenic and guaranteed by manufacturer as safe; to be kept clean; shall be arranged to minimize hazard from conflicting activities."

e. Other Equipment: Sufficient number of cots or cribs for each child who needs a nap. Individual rugs may be used.

f. Discipline: "All personnel responsible for supervising children shall refrain from agressive disciplinary methods which injure or unreasonably frighten a child."

g. Nutrition: "Meals shall be available to all children at customary meal times. Individual sack lunches provided by the parents are acceptable.

A warm meal shall be served the child in the variety and amounts necessary to meet approximately one-third of the requirements of the "Recommended Dietary Allowances" of the National Research Council (when sack lunches are not provided by the parent.)

The rules and regulations of the Department pertaining to food establishments and the handling of food shall apply.

Menus shall be planned a week in advance and posted.

When a child is on a modified diet as prescribed by a physician, the food and snacks served this child shall comply with the dietary regime as requested.

Food shall be prepared and served so as to appeal to children and be easily eaten by them. Children shall be given assistance in feeding when necessary, and second servings shall be available."

h. Insurance: Transportation insurance coverage required.

i. Transportation: "If transportation is provided, the agency is responsible whether self-provided or contracted with someone else.

The driver shall be between the ages of 21 and 65, have a current Arizona chauffer's license, shall have a pre-service physical and an annual in-service physical, and shall be capable and responsible for the discipline of the children. Uncontrollable or unruly children may be denied transportation.

The vehicle shall be basically constructed for the transportation of persons, shall be inspected annually in accordance with State law, all seats shall be securely fastened to the body of the vehicle, and children shall be properly seated with no one standing.

All loading and unloading shall be done from the right side of the vehicle and on the side of the street on which the child lives.

No child shall be left unattended in a bus or a car.

An additional attendant is required when children under two are transported.

The agency is responsible for adequate and proper transportation insurance coverage."

j. Telephone: There should be at least one regularly available telephone in the facility.

10. SPECIAL PROVISIONS

Infant Care:

1. "Agencies which enroll infants shall have received permission to do so from the Department. An infant shall be considered to be a child under 18 months, or one who has not yet reached the steady walking stage, or requires the use of diapers.

2. Rooms used by infants shall be separated from rooms used by older children. There shall be no passageway through the infant rooms by children of other age groups going from one area to another. Provision shall be made for separation of crib infants from toddlers.

3. There shall be continuous adult supervision of infants while in the agency.

4. There shall be hand washing facilities available in the infant area used for diaper changing.

5. Each infant's diapers shall be changed as frequently as needed while the infant is in his own crib or on a surface which provides clean coverings between each infant change. When changing diapers, the infant shall be washed and dried, using his individual toilet accessories. Hand washing before and after the care of each infant shall be a routine procedure. There shall be a covered, waterproof container for the storage of soiled diapers and clothing.

6. All rooms in the nursery shall be ventilated by windows or mechanical means sufficient to prevent all objectionable odors, and in such a manner as to avoid direct

drafts on children. A moderate degree of temperature shall be maintained with a minimum of 68 degrees F.

7. Formulas, special or modified diets for children, should be provided by the parents. If prepared by the center, it shall be prepared in accordance with written instructions from the parent or the physician in charge of the child and by a technique approved by the Department.

8. All infants under six months of age should be held when being fed by a bottle. Bottles shall be individually labelled for each child. All bottles, nipples and bottle covers shall be washed, rinsed and well drained. Infants shall be spoon fed as soon as they are of sufficient age and allowed to feed themselves as soon as this desire is shown. As soon as he is able, a child shall sit at a table in a chair at feeding time.

9. High chairs shall be equipped with a safety strap and shall be constructed so the chair will not topple.

10. Playpens, walkers, strollers, etc., shall be provided. No more than one child shall be placed in a playpen at one time. Washable toys, large enough so they cannot be swallowed shall be provided for cribs and playpens. Toys shall have no sharp edges or removable parts.

11. A crib shall be provided for each infant. Each crib shall be of sturdy construction with bars closely spaced so a child's head cannot be caught, and have clean, individual bedding including sheets and blanket. Each mattress shall be completely and securely covered with waterproof material. If plastic materials are used, they shall be heavy, durable and not dangerous to children. A child shall never be placed directly on the waterproof mattress cover. Cribs shall be cleaned and bedding laundered daily, or more often if necessary and always upon change of occupant. There shall be no restraining devices of any type used in cribs. The minimum spacing between cribs shall be two feet on any side except that which is next to the wall."

ARKANSAS
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Public Welfare.

   b. Statute: Act 434 of 1969, General Assembly of the State of Arkansas - "The Child Care Facility Licensing Act".

   c. Regulations: Day Care Center Standards, 1970, and Day Care Standards for Children under 3 years, 1970.

2. DEFINITION: Any place maintained or conducted under public or private auspices on a profit or non-profit basis, for the care of six or more children, between the ages of 3 and 6 years, for as many as five or more hours of the 24-hour day. This includes children who come to the facility for kindergarten and remain for additional custodial care during the day. This also includes facilities that give care to children before and after school. Excluded are special schools or classes operating solely for religious instruction, short term care with parents on premises or nearby, public schools above grade 1, public school kindergartens, and persons caring for children of not more than two families at a given time.

   (Note: In an effort to regulate the acceptance of infants in Day Care Centers, the "Day Care Standards for Children under 3 years, 1970" was compiled under authority granted to the Arkansas Department of Public Welfare by the Child Care Licensing Act.)

3. CHILDREN ELIGIBLE:

a.	Minimum-maximum age:	Under 2 years* to 6 years
	Number of children:	6 or more
b.	Group Size Limits:	Not specified apart from "Number of children in a room is determined by space".
c.	Child/Staff Ratio:	Under 2 years* - 4:1 2 years* - 6:1 3 years and older - 10:1 If 10 children or more, 2 staff must be on duty during peak hours. * See Note.

4. STAFF QUALIFICATION:

   a. Director:

      1. Age: Between 21 and 65 years.

2. Education/Training: Equivalent of high school education. Must attend at least one of the following during the year:
    - Staff training workshops
    - Meetings of local preschool workers
    - Professional meetings
    - First aid training.

   In the case of children under 3, directors and responsible persons must show proof of preparation or background for taking care of the very young child.

3. Physical: Statements from a physician concerning all applicants' physical and mental health is required. T.B. and V.D. tests will be specified.

4. Character: Every member of the staff must be a person of good character.

b. Teachers

1. Age: See 4a.1 above.

2. Education/Training: See 4a.2 above.

3. Physical: See 4a.3 above.

4. Character: See 4a.4 above.

c. Assistants

1. Age: Between 12 and 21 - under supervision of older workers. Over 65 - in the care of children under 3 years, with assistance from younger persons.

2. Education/Training: "May be trained to assume responsibilities".

3. Physical: See 4a.3 above.

5. PHYSICAL FACILITY:

a. Use Restrictions: None specified

b. Physical Structure:

1. General: Floors must be in good condition and covered with tile, linoleum, vinyl or other impervious material.

Paints used in any way in the facility must be lead free. Walls must be kept clean and in good repair.

2. Usable Floor Levels: Ground or first floors recommended. Basements and second stories may be approved by special permission.

3. Indoor Space: 35 sq. ft. per child, not including hallways, lockers, bathroom and kitchen. Cribs must be at least 2 feet apart on all sides. Areas designated for the care of children under 3 years must be in rooms or quarters separate from the activity of the other children. If it is necessary for the room or rooms to adjoin the section occupied by older children, provisions must be made to prohibit the entrance of older children into the infant care area.

4. Outdoor Space: 75 Sq. ft. per child - fenced, well-drained, free of hazards, and sand-boxes covered. Swimming pools must meet requirements of Health Department.

5. Lighting Requirements: All parts of the building used by children must be well lighted. Artificial lighting shall be adequate for even the darkest day.

6. Toilets-Washbasins/Child Ratio: Any toilet facility other than flush must be considered on an individual basis subject to approval of State Health Department and Welfare Department.

For Centers with children over 3 years:

No. of Children	Toilet/Washbasins
1 - 12	1 of each
13 - 25	2 of each
26 - 35	3 of each
36 - 45	4 of each
46 - 55	5 of each

Each center having 30 or more children must have separate toilet facilities for staff.

For Centers with children under 3 years:

1 toilet/washbasin: 6 children between 18 months and 3 years

7. Special Features: All parts of the building used by the children must be well heated and ventilated. Doors and windows must be tight enough to prevent drafts. Gas heaters must be properly vented to the outside. For centers with children under 3 years the facility must have a safe method for giving baths when necessary.

6. CODE REQUIREMENTS

   a. GENERAL: All centers must comply with local, fire, health, building and zoning ordinances. An annual inspection by the Health Department and Fire Department is necessary for licensing and renewal - if there is no local person available for this inspection, a state representative will be required.

   b. Building: See 6a. above.

   c. Fire: See 6a. above.

   d. Safety: See 6a. above.

   e. Sanitation: See 6a. above. The water supply must be approved by the State Health Department. Garbage, trash and liquid wastes must be disposed of in accordance with the rules and regulations of Arkansas State Board of Health.

7. LICENSING FEE: None from licensing agency, Dept. of Public Welfare, but $50.00 is charged by State Health Department for reviewing kitchen plans on new and remodelled premises.

8. CHILD HEALTH: A statement from each child's physician is required, showing his health status, and immunization records must be provided by the partent. Children must be checked each morning for contagious or infectious ill health and any child who becomes sick during the day should be isolated.

   For children under 3 years, each child must have a routine physical examination at no less than 6 month intervals. All medicines, detergents and poisons must be kept out of reach of children.

   There can be no medicine administered unless on written request of the parent.

9. OTHER:

a. Records and Reports: Records on staff and children must be kept as follows:

Staff Records:

" Name, age, address and telephone number.
Education, training and experience.
Health records, including current health card.
References.
Daily attendance records.
Date of employment and date of separation. "

Child's Record:

"An application form which includes the child's name and date of birth, name of parents, home address, business addresses, phone numbers and work hours.
Special abilities of the child should be noted in addition to any physical or emotional problems.
Date of acceptance and withdrawal from the Day Care Center.
The name and address and phone number (home and business) of a responsible person to contact in an emergency if the parent (s) cannot be located promptly.
Name, address, and telephone number of physician to call in an emergency.
Permission of parent (s) authorizing emergency medical care.
Health record including appropriate immunizations and notations of physical limitations, if any.
Financial agreement with parent(s), relatives, or others, including rate and period of care for child.
Daily attendance records."

In addition a record must be kept of the under 3 year olds' six monthly physical examinations.

b. Program: "A schedule of the day's program shall be written, posted, and followed with reasonable closeness. It should be flexible enough to take care of individual needs.

There must be some regularity in day-to-day routines, such as eating, sleeping, toileting, cleaning up, etc., to give children a sense of security in knowing what to expect.

The program must include activities with alternating periods where the children are active and the children are quiet.

The program must include both teacher-directed and free-choice activities.

There must be a supervised rest period of at least one hour on individual cots for all pre-school children who attend for more than 5 hours. Children who arrive at meal time or shortly after, should be required to rest.

There must be at least one hour of outdoor play per day in suitable weather. There should be opportunities for vigorous play either outdoors, or indoors, regardless of the weather.

Program of the Center should emphasize self-expression, creativeness, physical development, social and emotional development of the child. Formal teaching must be appropriate to the needs of individual children.

Provisions must be made for children's toileting according to individual need.

Constructive methods must be used for maintaining group control and handling individual behavior."

c. Educational Equipment: Minimum of one sturdy chair for each child; chairs/tables of appropriate size. Paint on toys and all materials must be lead-free and non-poisonous and equipment must be free from sharp edges, splinters or protruding nails.

d. Outdoor Play Equipment: Toys and play apparatus must be provided to take care of the needs of the total group and provide each child with a variety of activities throughout the day. All equipment must be sturdy and safe.

e. Other Equipment: Individual cots, sheets and blankets for each child who remains more than 5 hours at the center, are required. This also applies to a child who arrives at nap-time. A crib with a waterproof mattress which completely fills the crib, must be provided for each child under 2 years of age, and the crib sides must be securely locked at all times. Play pens cannot be substituted for cribs. Individual cups and towels are required for each child, unless disposable ones are provided.

Low open shelves must be provided for storage and display of play materials.

f. Discipline: Constructive methods must be used for maintaining group control and handling individual behavior.

g. Nutrition: Well-planned and well-prepared food must be served and each child must have an appropriate chair and table at meal times; an adult must be present at meals. Morning and afternoon snacks must be provided for all children over 3 years of age, and an evening meal for those who arrive in the afternoon and remain through the evening. Health Department regulations for food service must be met.

h. Insurance: Strongly recommended for children and driver if transportation is provided.

i. Transportation: "When transportation is provided by the center either by bus or car, the vehicle must be approved for safety by the proper authorities. Drivers must be between the ages of 21 years and 60 years of age. A statement of health from a physician is required."

j. Telephone: A center must have a telephone.

k. Heating: Temperature of rooms must be at 72° - 75° at child's level for children under 3 years of age and no less than 68° - 70° for children over 3 years.

10. SPECIAL PROVISIONS:

a. Infant Care: Diapers, clothing and all personal supplies for each child must be kept separate and in well-marked containers. No more than 2 children may be placed together in a play pen.

"Arrangements must be made with parents for formulas for infants. All formulas must be labeled and refrigerated. The facility must provide boiled water for infants and refrigeration of special foods and juices.

Pacifiers will not be used unless mothers request it. In this case, the parent must provide new, clean pacifiers, and these must be sterilized if they are dropped on the floor.

Soiled or wet diapers must be removed and replaced with dry, clean diapers. Rash or any unusual skin condition must be discussed with the parent and treated.

Each child's diapers must be kept separate in a compartment designated for the child's belongings. Only freshly laundered diapers may be used. Soiled diapers must be rinsed promptly after removal from an infant and placed in a covered container until the mother takes the child home.

WORKERS MUST WASH THEIR HANDS WITH SOAP AFTER EACH DIAPER CHANGING, REGARDLESS OF HOW MANY BABIES ARE TO BE CHANGED.

Children of this age must be under constant care of the staff.

Children up to 8 months of age must be held for feeding. Other children must be held at intervals during the day for story time or other entertainment.

The staff must be alert to various needs of the young children, such as - crying, hunger, diaper changes, or abuse by other children.

Abusive treatment and harsh speech are not necessary with children. There must be time given to them during the full day for love and friendly communication.

Every precaution must be taken to prevent abuse of any child by any other child, or member of the staff. Staff must be instructed to be alert to the possibility of abuse of children by other children within the facility."

CALIFORNIA
Day Care Centers

1. REGULATING AUTHORITY:

    a. Licensing Authority: Department of Social Welfare.

    b. Statute: Part 4, Chapter 1 of the California Welfare and Institutions Code, 1965.

    c. Regulation: Chapter 3, of the California Administrative Code, Title 22, Division 2, 1969.

2. DEFINITION: "A day nursery is a facility operated by a person, corporation or association which:

    a. Accepts for non-resident care and supervision more than 10 children under 16 years of age, or

    b. Provides for a small number, care that is institutional in character, with or without compensation."

    The term "Day Nursery" includes:

    Day nurseries for the children of working mothers.
    Nursery schools for children under the minimum age for admission to public schools.
    Parent-cooperative nursery schools.
    Play groups for pre-school children.
    Programs giving after-school care to school children.
    All other types of group day care programs.

    The term "Day Nursery" does not include:

    Foster family day care homes.
    Facilities offering 24-hour care.
    Regular elementary schools which offer educational programs only.

3. CHILDREN ELIGIBLE:

    a. Minimum-Maximum age: 2-15 years *
    Number of children: 11 and over

    b. Group Size Limits: Not specified.

    c. Child/Staff Ratio: 12:1 or 1 teacher and 1 assistant for 15 children.

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* Two years is the minimum age for day care centers in California unless the community involved offers no reasonable alternative, such as sufficient number of family day care homes, or to meet the special

needs of particular groups such as mothers attending school or training, or migrant workers living in special camps for migrant workers. (See Special Provisions -- Infant Care, Item 10 below.)

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: At least 21 years.

      2. Education/Training: High school graduation and successful completion of 12 semester units or equivalent in Early Childhood Education, or formalized training in this field and the equivalent of 3 semester units in administration or staff relations plus four years experience or; one year college attendance and successful completion of 12 semester units or equivalent in Early Childhood Education, or other formalized training in this field and the equivalent of 3 semester units in administration or staff relations, plus 2 years experience; or two years college attendance and completion of 12 semester units or equivalent in Early Childhood Education, or other formalized training in this field and the equivalent of 3 semester units in administration or staff relations, plus one year experience or; a Bachelor's degree with a major in Early Childhood Education or 12 successfully complete semester units in Early Childhood Education or other formalized training in this field and the equivalent of 3 semester units in administration or staff relations.

      3. Physical: A complete physical examination by a licensed physician shall be required of each staff member, prior to employment. The written physician's report shall be kept on file in the nursery. This examination must include the verification of freedom from TB, shown by tests made within the 12 months prior to employment. Staff members shall not be allowed to come to work when ill with contagious diseases (such as colds) or with other illnesses which would affect their performance. Members of staff shall be referred to their physician for checkups when necessary.

      4. Character: All staff members must be of good character and equipped by education training and/or experience for the work they are required to do.

b. Teachers:

1. Age: At least 18 years.

2. Education/Training: Either high school graduation or equivalent, or enrolled in a course of study leading to a high school diploma or equivalent and two years experience in group child care, plus successful completion of 12 semester units or equivalent in Early Childhood Education or other units of formalized training in this field or after employment, successful completion each year of at least two semester units or equivalent in Early Childhood Education or other formalized training in this field, until at least 12 such units shall have been completed.

3. Physical: See 4.a.3 above.

4. Character: See 4.a.4 above.

c. Assistants:

1. Age: A teacher assistant, at least 18 years of age. Volunteers and others not on full-time duty, at least 16 years of age.

2. Education/Training: Equipped by education, training and/or experience for the work required to do.

3. Physical: See 4.a.3 above.

4. Character: See 4.a.4 above.

5. PHYSICAL FACILITY:

a. Use Restrictions: In multi-function buildings, which may have other programs in addition to the day nursery, the State Department of Social Welfare shall review for licensing that part of the building which is limited to the nursery section.

b. Physical Structure:

1. General: Physical facilities must be safe and suitable for the care of children and for the program of activities.

2. Usable Floor Levels: Rooms used for day care children shall not be located above first story except in

buildings of Type I or Type II construction, or in buildings provided with a full automatic sprinkler system.

3. Indoor Space: The indoor play rooms must have sufficient floor area (occupied only by the children's play materials, equipment and furniture) to provide 35 square feet of floor space per child. Floor space occupied by permanent built-in cabinets and shelves may not be considered as floor space available for play.

4. Outdoor Space: There must be outdoor play space adequate in size for the group in attendance, properly surfaced and fenced and conveniently located in relation to the indoor facilities.

   There must be at least 75 sq. ft. per child of outdoor play area and it must be so situated that it will provide adequate sunshine and shade, according to climatic conditions and hours of operation and permit children to reach it without hazard.

   The surface of the playground must have good drainage and be safe and suitable for the activities planned, free of hazards, such as broken glass and other debris, and properly maintained. The playground must be properly fenced with a substantial fence of sufficient height to provide adequate protection for children and to keep them in the playground.

   All fish ponds, wading pools, swimming pools and similar bodies of water shall be made inaccessible when not in use, by fencing or covering. Any construction or equipment (such as an incinerator) which cannot be removed, and which causes a hazardous situation on the playground must be adequately fenced off or enclosed.

5. Lighting Requirements: All rooms must be well lighted and ventilated. Window space must be at least one-eighth of the floor area of the room, and 50% of the required windows must be openable.

6. Toilets-Washbasins/Child-Ratio: One of each is required for the first 14 children plus one additional of each for every 10 children, or fractional part thereof, in excess of 14.

   One toilet/washbasin required for staff/isolation/ emergency use.

There must be hot water (between 100°F and 130°F) in the washrooms.

7. Special Features: All rooms used by the children shall be adequately heated. Fireplaces and open-faced heaters shall be protected by adequate screens.

   Equipment and activity areas must be arranged so that there will be no hazard from conflicting activities. Solid equipment shall not be located where running children might bump into it.

   The floors of all rooms must have a surface which provides safety, warmth and cleanliness.

   Adequate provision must be made for the storage of cleaning equipment, and for the disposal of waste water.

   Some space must be available to serve as an office, adequate in size and location to meet the needs. There must be a properly equipped staff rest room containing a day bed or couch and space for storage of coats and personal belongings.

6. CODE REQUIREMENTS:

   a. General: Plans for new buildings or additions or major alterations to existing buildings, to be used for day nurseries or nursery school programs, shall be submitted to the State Department of Social Welfare for review and approval before construction is started.

   b. Building: Buildings or any portion thereof constructed for the housing of day care facilities shall conform and be maintained in accordance with Title 24, Article 8, of the California Building Standards.

   c. Fire: A fire safety clearance from the State Fire Marshal is required before initial licensing, before any change in the terms of the license which affects fire safety, and at the time of each yearly renewal of license. Awnings, canopies or wooden lath structures used for shade must be approved for fire safety. Heating equipment and installation shall also be subject to the approval of the fire inspection authority.

   d. Safety: See 6.c above.

e. Sanitation: Nurseries must maintain an acceptable level of general sanitation and cleanliness with regard to the plant, playground, equipment and storage of supplies, bedding, clothing, etc. Provisions for proper washing of dishes and cooking utensils must be made. The use of common washcloths and towels by the children is prohibited.

7. LICENSING FEE: None.

8. CHILD HEALTH: Prior to admission, the nursery must obtain for each child a written report from a licensed physician (preferably the family physician) covering the child's general health, physical and emotional maturity, special problems and needs, immunizations, and a test for tuberculosis.

The parent shall be required to have the child examined prior to admission, if the child has not had regular health supervision and there is no physician who can complete the report on the basis of his prior knowledge of the child's health.

Exception: Parents who adhere to a religious faith practicing healing by prayer or other spiritual means, may be exempted from this requirement if they provide the required health history and sign a statement which indicates their: acceptance of full responsibility for the child's health; refusal to obtain a medical examination of the child; and request that no medical care be given to the child.

All children not exempt from this requirement must have the following immunizations before admission:

a. Smallpox vaccination
b. Diphtheria
c. Pertussis
d. Tetanus
e. Poliomyelitis
f. Measles

Nurseries must maintain continuing supervision of the children's health and has responsibility for seeing that children with obvious symptoms of illness, including the common cold, are not accepted. Daily inspections for signs of ill-health must take place before a child joins the group.

Some provision must be made for isolating in an area not used by others a child who becomes ill during the day. The parent shall be notified immediately when a child becomes ill, and asked to come for him at once. An ill child may be kept in the nursery only until his parent can come for him. In cases of illness, accident, or injury to any child, the nursery must be able to make prompt arrangements for notification of the parents and for medical care, if necessary.

9. OTHER:

a. Records and Reports: A complete and current record shall be maintained for each child and shall be readily available at all times and shall include:

Identifying Records

1. Child's full name, birthdate and current address.
2. Father's full name.
3. Mother's full name.
4. Addresses of both parents -- if available.
5. Name, address, telephone (home and business) and signature of person or persons responsible for child.
6. Names of persons authorized to take child from the nursery.
7. Names, addresses, and telephones of relatives or others who can assume responsibility for the child, if for some reason, the parent cannot be reached immediately, in an emergency.
8. Name, address, and telephone of physician to be called in an emergency.

Health Information

1. Health history prior to admission, including immunizations.
2. Physician's pre-admission report.
3. Instructions for the action to be taken in case the parent or the physician designated by the parent, cannot be reached in an emergency.
4. Continuing health history, including:
    Detailed information on any accident or injuries to the child in the nursery, and any emergency medical attention given.
    Significant information learned from observation of the child.

A daily attendance record shall be maintained and shall be readily available at all times.

b. Program. Each nursery must provide a well balanced program of daily activities designed to meet the needs of the children served and based upon the principles of good nursery education.

The daily schedule must provide a certain amount of regularity to permit children to have:

1. The security of knowing what comes next.
2. A regular schedule of physical routines -- meals, snacks, naps, and toileting.

There must be no regimentation of individual children to fit the schedule established.

c. Educational Equipment:

An adequate number of tables and chairs, scaled to children size, must be provided. Play materials and equipment in sufficient variety and quantity to meet the interests and needs of the children must be provided.

Equipment and materials must be suitable for the age range served, and must be selected according to the type of supervision provided, and in good condition, free of sharp, loose or pointed parts.

d. Outdoor Play Equipment: See 9.c above.

e. Other Equipment: There must be a well-constructed cot and bedding available for each child who naps.

f. Discipline: Constructive methods must be used for maintaining group control and handling individual behavior.

Corporal punishment and other humiliating or frightening techniques are prohibited.

Punishment must not be associated with food, rest, isolation for illness or toilet training.

g. Nutrition: Nurseries in which children are cared for during regular meal times must make adequate provision for meeting their dietary needs.

Nurseries in which children remain through the noon hour must see that each child is provided with a meal which includes approximately one-third of the child's daily food needs according to standards of the National Research Council.

All nurseries which provide a noon meal must have a kitchen of adequate size.

Drinking water must be readily available both in the playrooms and on the playground, so that children are free to drink as they wish.

h. Insurance: Not specified.

i. Transportation: Not specified.

j. Telephone: Not specified.

10. SPECIAL PROVISIONS:

Group Care for Infants under Two Years Old:

Group day care in special circumstances for children under two years (see 3. CHILDREN ELIGIBLE) shall be permitted only under the direction of a non-profit agency. Staff, including the Director, shall all have training as specified in §34517 and 34521. If a nursery has more than 25 infants enrolled, there shall be both a director and an assistant director on the staff. Each group of children shall be where at least one staff member is within sight and sound of each child.

At least one nursery aide for every four infants is required.

Each child shall have a separate crib, cot or floor pad for sleeping and no other child shall occupy this, and sufficient changes of clothing so that he can be clean and dry all day.

Nurseries shall maintain an acceptable level of general sanitation and cleanliness with regard to the building, playground, equipment and storage of supplies, bedding, clothing, food and other equipment.

There shall be adequate indoor play space, separate from the sleeping area and sufficient space for toddlers to explore safely.

The feeding of the children shall be planned by a nutritionist, pediatrician, or public health nurse.

Infants under six months shall be held for bottle feeding. At no time shall a child be placed in bed with a propped bottle. At no time shall a child be allowed to carry a bottle.

There shall be frequent communication with the child's mother about feeding, such as introduction of new foods, likes and dislikes, and introduction of cup.

Staff shall have special instruction so that they may understand the developmental needs of children at the time toilet training is begun.

COLORADO
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Social Services.

   b. Statute: Child Care Act - Colorado Revised Statutes, 1963, as amended 1969; 119-8-1 through 119-8-12.

   c. Regulations: Minimum Rules and Regulations for Small Day Care Centers and Minimum Rules and Regulations for Children's Centers.

2. DEFINITION:

   "Child care center means a facility, by whatever name known, which is maintained for the whole or part of a day for the care of five or more children under the age of sixteen years and not related to the owner, operator, or manager thereof, whether such facility is operated with or without compensation for such care, and with or without stated educational purposes. The term shall include facilities commonly known as "day care centers", "day nurseries", "nursery schools", "kindergartens", "preschools", "play groups", "day camps", "summer camps", "centers for mentally retarded children" and those facilities which give twenty-four hour care for dependent and neglected children; and shall include those facilities for children under the age of six years with stated educational purposes operated in conjunction with a public, private, or parochial college or a private or parochial school, except that the term shall not apply to any kindergarten maintained in connection with a public, private, or parochial elementary school system of at least six grades; further, the term "kindergarten" shall mean any facility providing an educational program for children only for the year preceding their entrance to the first grade, whether such facility is called a kindergarten, nursery school, preschool, or by any other name. The term shall not include any facility licensed as a family care home under the provisions of this article."

   Also excluded are:

   Special schools or classes operated primarily for religious instruction;

   Hospitals and maternity homes licensed by the State Department of Public Health

Facilities operated in connection with a church, shopping center, or business where children are cared for during short periods of time while parents or persons in charge of such children are attending church services, or shopping, or patronizing any such business;

Occasional care of children with or without compensation therefor;

The care of a child or children by a person in his or her private residence, when the parent, guardian, or other person having legal custody of such child or children gives his or her consent to such care and when the person giving such care is not regularly engaged in the business of giving such care;

Juvenile courts.

3. CHILDREN ELIGIBLE:

a. Minimum-maximum age:	2 through 15 years.
Number of children:	From 5 through 10 children (small centers) and for 11 children and over (large centers).
b. Group Size Limits:	Not specified.
c. Child/Staff Ratio:	2 to 2½ years -6:1 2½ to 3 years -8:1 3 to 4 years -10:1 4 to 5 years -12:1 5 years and older -15:1

A small center shall have two persons at least 16 years of age or older at the center at all times when 5 or more children are in attendance.

4. STAFF QUALIFICATIONS:

a. Director: (and Head Teacher)

1. Age: not specified.

2. Education/Training: A minimum of 3 years previous satisfactory experience in group care of children or at least 2 years of formal education beyond high school

and a minimum of 1 year of previous satisfactory experience in group care of children. (In centers for 10 children and over, the Director must also complete a minimum of 24 semester hours or equivalent number of quarter hours of credit in early chilhood development, and for full-day programs, a course in nutrition is required.)

3. Physical: A doctor's statement is required, prior to employment and annually, that all personnel are free from any evidence of illness, mental or physical, which might conflict with the childrens interest. All personnel are required to have an annual TB test.

4. Character: Personal and character references on all staff members are required. All personnel shall have a genuine liking for children and have high standards of personal behavior.

b. Teachers:

1. Age: at least 18 years of age.

2. Education/Training: Minimum high school education.

3. Physical: See 4a.3 above.

4. Character: See 4a.4 above.

c. Assistants: (Helpers)

1. Age: at least 16 years of age.

2. Education/Training: Not specified but must work under the direct supervision of head teacher or director.

3. Physical: See 4a.3 above.

4. Character: See 4a.4 above.

Centers which enroll 10 or more school age children shall have at least one staff member who is qualified by training and experience in group activity to work with this age group.

5. PHYSICAL FACILITY:

a. Use Restrictions: No center shall be located where any conditions exist that would be injurious to the physical or moral welfare of the children.

No center, except a small one, shall be located in a private family residence unless that portion of the residence to which children have access is used exclusively for the children during the hours the center is in operation or is separate from the usual living quarters of the family. If possible a separate building shall be acquired to house the center.

No other business enterprises shall be housed on the same premises during the hours of child care.

The center shall meet State Labor Department - Safety Sections ordinances.

b. Physical Structure:

1. General: The center shall be designed for the protection and well-being of children and staff.

   All floors shall have a smooth, tight washable surface and shall not be splintered, sagged, warped, or cracked. Floors shall be free of openings, drafts and dampness. Carpeting shall be properly cleaned and maintained.

   Walls shall be constructed of smooth, cleanable material and be in sound condition free from holes.

   At least two exit doors shall be provided from each floor accessible to the children. These doors shall open in the direction of exit travel.

   Aisles shall be kept free from obstacles at all times.

2. Usable Floor Levels: Not specified.

3. Indoor Space: 30 sq. ft. per child, exclusive of kitchen, toilet rooms, isolation quarters, office, staff rooms, hallways and stairways, storage areas, lockers, laundry, furnace room and floor space occupied by permanent built-in cabinets and furniture.

4. Outdoor Space: Either 75 sq.ft. per child or 200 sq. ft. per child per group (not less than 20 children or 4,000 sq. ft.) occupying the space at one time - fenced, and free from hazards. When a swimming pool

is provided it shall meet requirements of the State Department of Public Health.

5. Lighting Requirements: When natural light is insufficient, it shall be supplemented by artificial light, properly diffused and distributed so that adequate light is available at all times in rooms, halls and stairways. Adjustable shades or curtains shall be provided and used for protection from glare and to promote an atmosphere conducive to sleep at nap-time.

6. Toilet-Washbasin/Child-Ratio: A minimum of one of each facility for each 15 children or in compliance with the State Department of Public Health. Toilet facilities shall not be separated by each sex and toilets for school age children shall be separated by partitions. Nursery seats and steps or platforms shall be provided for the use of small children if child size facilities are not available.

7. Special Features: Areas used by children shall be maintained at a temperature of 68 - 70°F within two feet of the floor. All rooms shall be adequately ventilated by means of windows that can be opened, or by air-conditioning or a ventilating system. All windows, doors and other outside openings shall be protected against insects with screens.

6. CODE REQUIREMENTS:

a. General: Light, heat, ventilation, plumbing, garbage disposal and rooms shall conform in construction, safety and sanitary precautions to the regulations of the State Health Department, Industrial Commission and local fire, health, and building code regulations.

b. Building: see 6.a. above.

c. Fire: as above. Also, fire doors shall be provided with panic release hardware when required by the Labor Department-Safety Section. Uniform Building Code and Life Safety Code.

d. Safety: see 6.a. and 6.c. above.

e. Sanitation: An adequate water supply of a safe, sanitary quality shall be obtained from a water source or system approved by the State Board of Health. All plumbing equipment shall meet the requirements of the State Department of Public Health. See 6.a.

7. LICENSING FEE:

Initial and renewal fees for licenses shall be as follows:

Public centers operated by a unit of state or local government or supervised directly by a public agency	$1.00
Voluntary centers operated by a nonprofit organization under auspices of a social agency, settlement group, church, etc	$1.00
Proprietary or commercial centers operated for the financial profit of the owner, operator, or manager	$5.00

8. CHILD HEALTH: Prior to admission, the parent shall present a medical statement signed by a doctor certifying that the child has no abnormality or illness that would make admission undesirable, current vaccination for smallpox and current immunization for diptheria, whooping cough, tetanus and poliomylitis unless any or all of the above are contraindicated for medical reasons or because of religious objection or medical explanation for noncompliance.

Immunization for measles shall be encouraged when there are no contraindications.

Health examinations of children shall be repeated annually.

Each child shall be inspected daily for evidence of illness or contagion by a member of the staff.

Children who are sick upon arrival and those who become ill during the day shall be isolated from the group immediately and kept in isolation and under direct supervision and continuous observation of a staff member or volunteer until they can be taken home or suitably cared for elsewhere.

At all times at least one staff member shall have a current American Red Cross Standard First Aid Certificate or its equivalent.

First Aid equipment shall be maintained and properly stored not accessible to children.

The giving or application of medication, providing dietary supplements, making special variations of diet, and carrying out special medical procedures, shall be done only on written order or prescription from a doctor to the parents or center.

Medications shall be kept out of reach of children.

9. OTHER:

a. Records and Reports: "Identification and responsibility data as well as medical reports and progress reports on each child's social, emotional and physical development shall be maintained. Confidentiality of records shall be maintained."

Personnel records are also required.

b. Program: The Center shall carry out a planned written program suitable to the needs of the children to provide for: outdoor play, active play and quiet play, morning and afternoon snacks and naps.

Any center operating more than four hours a day shall provide an adequate supervised nap period for pre-school children after the noon meal.

c. Educational Equipment: Equipment, materials, and furnishings shall be provided for both indoor and outdoor play that are sufficiently varied and adequate to meet the developmental needs of the children, the number attending and appropriate to their ages, sizes and activities.

They shall be kept clean and in good safe condition, free of sharp points or corners, splinters, protruding nails, loose rusty parts, or paint which contains lead or other poisonous materials.

Each center shall have some play materials and equipment from each of the following categories:

Art Supplies.

Blocks and Accessories.

Books.

Housekeeping area.

Large Muscle Equipment.

Manipulative Toys.

Musical Instruments.

Science Materials.

d. Outdoor Play Equipment: see 9.c. above.

e. Other Equipment: An individual cot for each child in the Center over 4 hours with clean individual coverings, which can be provided by the center or the parents.

Each child shall be provided an individual wash cloth and towel, or disposable towels shall be used. All toilet articles shall be identified and separated as to each child and kept in a sanitary condition.

f. Discipline: Discipline shall meet the needs of the individual child.

The director shall not use, nor permit an employee or other child to use, corporal or other harsh punishment, or any humiliating or frightening method of discipline to control the actions of any child or group of children. Punishment shall not be associated with food, rest or toileting.

g. Nutrition: Children who are in child care centers for more than four hours shall have at least one-third (1/3) of the daily needs served at the noon meal and regularly scheduled supplementary snacks.

"The center shall prepare menus one week in advance. Such menus shall be dated, posted and kept on file at the center.

All foods shall be suitable for young children, and shall be prepared by methods that conserve nutritive value, flavor and appearance.

Meals and snacks shall be served at times which meet the needs of the children and spaced so that there are no unduly long periods without food.

Staff members shall eat with the children.

The kitchen, food preparation, dish and utensil washing and all other food service areas shall be operated in compliance with the requirements of State Department of Public Health regulations."

h. Insurance: Each center shall carry public liability insurance, shall comply with the Federal Social Security Act and should carry Workman's Compensation Insurance.

i. Transportation: Centers shall encourage parents to transport their children to and from the facility. If, however, a center provides transportation, it shall assume responsibility for a child while in transit. No child shall be permitted to remain unattended in any vehicle.

j. Telephone:"The center shall have a telephone and a readily available list of telephone numbers to call in emergencies."

10. SPECIAL PROVISIONS:

a. Disaster Plans: Plans shall be made for the protection of the children in the event of natural disaster or enemy attack, in conformity with plans established for the locality by the Office of Civil Defense.

b. Mentally Retarded Children: Under separate rules and regulations, provisions are made for the day care of 5 or more mentally retarded children, ages 3 to 16 years for not less than 2 hours a day.

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Health, Maternal and Child Health Section.

   b. Statute: General Statutes relating to Child Day Care Centers, Sections 19-43b to 19-431 inclusive.

   c. Regulations: "Public Health Code Regulations - Child Day Care Centers, 1970"

2. DEFINITION:

   "Child day care center" means any facility which offers or provides a program of supplementary care to five or more unrelated children outside their own homes on a regular basis for a part of the twenty-four hours in one or more days in the week. "Child day care center" shall not include: (a) Facilities which are an integral part of the school system; (b) kindergarten and nursery schools which are teacher-training laboratories for accredited institutions of higher learning; (c) such after-school or vacation recreation facilities as settlement houses, boys' and girls' clubs, scouting and camping organizations and church-related community centers and youth organizations; (d) informal cooperative arrangements among neighbors or relatives in their own homes.

3. CHILDREN ELIGIBLE:

a.	Minimum-maximum age:	4 weeks to unspecified.
	Number of children:	5 or more
b.	Group Size Limits:	Under 3 years - 8 children Other ages not specified.
c.	Child/Staff Ratio:	Under 3 years - 4:1 Other ages not specified.

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: Not specified

      2. Education/Training: High school diploma or equivalent plus one year of supervised experience in an acceptable program working with young children. 20 or more years experience alone shall be considered as meeting preparation requirements. Statement of quality of performance from supervisor of required experience plus evidence of active pursuit of further preparation is required.

3. Physical: Each staff member shall furnish prior to employment, a certificate of good health, physical and emotional, including a negative TB test. Thereafter an annual certificate of good health is required and a negative TB test at least every 3 years.

4. Character: Shall have the personal qualities needed to work with children, especially young children, and to supervise others.

b. Teachers: (Program Assistants)

1. Age: Not specified.

2. Education/Training: High school diploma or equivalent plus evidence of active pursuit of further preparation. 20 years experience considered as meeting requirements.

3. Physical: As in 4.a.3. above.

4. Character: Shall have the personal qualities to work with young children and accept supervision.

c. Assistants: (Aides)

1. Age: Not specified.

2. Education/Training: Not specified.

3. Physical: As in 4.a.3. above.

4. Character: Shall have the personal qualities to work with young children under supervision and the ability to relate to the parents and the communities.

d. Consultants: Centers without a director teacher qualified in child development or early childhood education shall present evidence of qualified educational consultation.

A licensed physician, selected by the day care centers, or a hospital emergency service by pre-arrangement, shall be available in case of emergency.

A physician or a public health nurse shall be on call for advice on problems relating to the health of the children and the health program.

Other consultants, dentist, nutritionist, and social worker, shall be provided when indicated.

5. PHYSICAL FACILITY:

   a. Use Restrictions: None specified.

   b. Physical Structure:

      1. General: The building or buildings to be used shall be suitable and shall be in a good state of repair and free from accident hazards. Rooms shall be adequately heated and ventilated and floors shall be in good condition and free from dampness and accumulation of water.

      2. Usuable Floor Levels: Not specified.

      3. Indoor Space: 30 sq. ft. per child, free of furniture, except that needed for the children's purposes and exclusive of toiletroom, bathrooms, coatrooms, halls, kitchen, isolation room and any other rooms which are used for other than center activities.

      4. Outdoor Space: 75 sq.ft. per child - located and protected from safety hazards.

      5. Lighting Requirements: The rooms most used shall be located to receive the maximum amount of light and sunshine. A minimum of twenty-foot candles of light, evenly distributed is required.

      6. Toilets/Washbasins Child/Ratio: For children between 2 and 7 years of age inclusive at least one toilet and one washbowl for every 15 children or fraction thereof. For children over 7 - at least one toilet/washbasin for every 25 children or fraction thereof.

6. CODE REQUIREMENTS:

   a. General: No general specification.

   b. Building: There shall be compliance with local zoning and building regulations.

   c. Fire: A certificate of approval shall be obtained from the local fire marshall.

   d. Safety: See 5.b.1. above.

   e. Sanitation: Plumbing, water and toilet systems shall meet the minimum requirements of Section 19-13-B45 of the Connecticut State Department of Health Public Health Code Regulations, and provisions of any related local code. Wherever water is obtained from other than an approved public water supply, it shall be safe, sanitary in quality, approved by the State Department of Health.

Swimming and bathing facilities, if provided, shall comply with the provisions of sections 19-13-B33, 19-13-B34, and 19-13-B36 of the Connecticut State Department of Health Public Health Code Regulations.

f. Drinking Facilities: "Sanitary drinking fountains or individual drinking cups shall be provided."

7. LICENSING FEE:

Initial or renewal fee - $25.00 (2 year period)
Provisional license fee (6 months) - $15.00.

8. CHILD HEALTH:

Each child admitted to a center shall be examined and have a certificate of admission signed by a physician. Such certificate shall show that the child has been successfully vaccinated against smallpox and immunized against diptheria, pertussis, polio and measles.

Any child showing suspicious signs of communicable disease shall be returned home or placed in the isolation area and a physician called immediately.

Staff members shall be qualified by special training in the detection of symptoms of childhood illness and be responsible for initial observation of each child upon his daily arrival and continued observation throughout the day for signs of illness.

At least one person trained in first aid shall be present at all times, and a fully equipped first aid kit shall be on the premises.

9. OTHER:

a. Records and Reports: A complete record of each child shall be kept which shall include the certification of admission, physical and dental examinations, immunization data and other appropriate information. The record shall also show the address and telephone of the parent or other responsible person, and the child's physician and the hospital of choice to call in case of emergency. Records shall be kept current and be available on the premises of the center.

b. Program: The daily program shall provide specific experiences which promote learning and healthy adjustment, such as appropriate physical activity, problem solving experiences, creative activities, language learning experiences and opportunities to develop self reliance. A child day care center shall present evidence of relevant planning toward realization of a sound program design.

c. Educational Equipment: Not colored or covered by any material which is poisonous - all paint constituents shall be non-hazardous. All equipment shall be of character and material which is readily cleaned.

d. Outdoor Play Equipment: See 9.c. above.

e. Other Equipment: Adequate equipment for rest and feeding shall be provided. An individual cot shall be provided wherever children remain five hours or longer.

f. Discipline: Not specified.

g. Nutrition: Meals for the child day care center shall be prepared in a kitchen not necessarily on the premises. Food prepared elsewhere shall be prepared and transported under the minimum requirements of section 19-13-B49, of the Connecticut State Dept. of Health, Public Health Code Regulations. A kitchen which is used for the preparation and serving of food to child day care center children shall be clean, well lighted and ventilated and provided with hot and cold running water and refrigeration. Food preparation and service shall meet the minimum requirements of section 19-13-B42 of the Connecticut State Dept. of Health Public Health Code Regulations. A nutritionally adequate meal shall be provided wherever children remain for five hours or more. A snack shall be provided for those children staying less than five hours; for those staying eight hours or more, one meal plus two snacks or two meals plus one snack shall be provided. Menus shall be prepared at least one week in advance, dated, posted where parents can see them, and a copy kept on file for three months.

h. Insurance: Not specified.

i. Transportation: Not specified.

j. Telephone: "There shall be a telephone in working order at the center."

10. SPECIAL PROVISIONS:

a. Infant Care: A center caring for children under three years of age shall comply with general standards prescribed for all day care centers and the following additional requirements:

Infants under four weeks of age shall not be admitted to a group day care center.

The special equipment and supplies necessary for the care of infants shall be available.

Special safety precautions needed for infants shall be observed.

The person responsible for the care of infants shall have the personal qualities needed to work with infants, have an understanding of the methods of nurturing which promote maximum growth and development of personality and the ability to relate to parents.

All persons who work with infants shall, annually, present either a negative skin test for tuberculosis or chest x-ray evidence of no active tuberculosis.

Each infant shall be removed from his crib and held or placed in a chair for all feedings. Each infant and young child shall be removed from his crib or play pen at other intervals during the day for individual cuddlings and for verbal communication and shall be allowed to crawl or toddle as age and development permit.

b. Handicapped and atypical children: Centers serving these children shall seek consultation from the appropriate state agency. Upon request of such state agency, modifications of these regulations may be considered by the commissioner of health.

DELAWARE
Day Care Centers

1. REGULATING AUTHORITY:

    a. Licensing Authority: Department of Health and Social Services.

    b. Statute: Title 31, Part I, Chapter 3, Subchapter III, Delaware Code, dated 1945.

    c. Regulations: "Requirements for Licensing and Approving Day Care Centers." Revised July, 1970.

2. DEFINITION: "Any facility which is owned and/or operated by an individual, a group of persons, or an agency that provides a program for 12 children or more for 4 hours or more per day."

    Specifically excluded are those institutions under supervision of the Department of Public Instruction, those owned and operated by governmental agencies or hospitals, day camps, short-term babysitting at establishments where parents are nearby.

3. CHILDREN ELIGIBLE:

    a. Minimum-maximum age: Infancy to 18 years
    Number of children: 12 or more

    b. Group Size Limits: No limits with the exception of those centers agreeing to receive Federal purchase of care funds for more than 10% of their capacity will have:

    3 to 4 years - 15, 4 to 6 years - 20, 6 to 14 years - 25

    c. Child/Staff Ratio: Those centers agreeing to receive Federal purchase of care funds for more than 10% of their capacity will have the following child/staff ratio:

    3 to 4 years - 5:1, 4 to 6 years - 7:1, 6 to 14 years - 10:1

    Centers receiving Federal purchase of care funds for less than 10% of their capacity will have a child/staff ratio of:

    0 to 1 year - 5:1   4 to 6 years - 20:1
    1 to 2 1/2 years - 8:1   6 to 18 years- 25:1
    2 1/2 to 4 years - 15:1

4. STAFF QUALIFICATIONS:

    a. Director: (Head Teacher or Program Director)

        1. Age: 21 years minimum

        2. Education/Training: 4 years college degree in early childhood development or equivalent, plus 1 year practical experience or high school diploma, some formal training in early childhood development or equivalent, plus 3 years

practical experience or high school diploma plus liaison with supervisor or consultant to arrange the children's program and supervise teachers' work, until practical experience requirements are met.

3. Physical: All members of the staff shall submit evidence of a physicians certificate stating they are free from illness or disease which might be detrimental to the welfare of children, plus negative TB tests. Physical examination and TB test must precede service or employment and recur annually.

4. Character: All staff members shall be emotionally able to care for children and submit references. They should have a genuine interest in, and a warm feeling for, children. They should have a sympathetic, intelligent understanding of the needs of children and their development.

b. Teachers:

1. Age: At least 18 years.

2. Education/Training: High school diploma or equivalent, plus one year's employment experience with young children and two successfully completed courses in early childhood education or equivalent consisting of on-the-job training consisting of 60 hours of seminars, staff conferences and assigned reading,

OR

Successful completion of a four-year college course in early childhood development plus three months full-time experience.

3. Physical: As in 4.a.3 above.

4. Character: As in 4.a.4 above.

5. PHYSICAL FACILITY:

a. Use Restrictions: Day care of children shall not be provided in the same location as a convalescent or maternity home or in conjunction with a rooming house or boarding house for adults.

b. Physical Structure:

1. General: Space designated for use by children in day care shall be available only for the children at the

time the facility is open for their care.

2. Usable Floor Levels: Infants shall be housed on the ground level- basements entirely below ground may be used only for playing - not resting or sleeping.

3. Indoor Space: Minimum of 35 square feet of usable floor space per child, exclusive of corridors, kitchens, bathrooms, offices, isolation rooms, storage space, and permanent sleeping space. Minimum space may include area occupied by non-fixed children's chairs, tables, and play equipment.

4. Outdoor Space: Not specified.

5. Lighting Requirements: Not specified.

6. Toilets - Washbasins Child/Ratio: Not specified.

7. Special Features: Not specified.

6. CODE REQUIREMENTS:

a. General: All state and local health and safety regulations shall be met. This includes written certification from the appropriate authorities regarding fire inspection, safety inspection, sanitation, conformance with plumbing, building, zoning, and housing codes, including the approval of water and sewerage systems.

b. Building: Not specified apart from 6.a. above.

c. Fire: As in 6.a. above. Also each floor of a nursery or day care center shall be equipped with fire extinguishers as recommended by the fire marshal.

d. Safety: As in 6.a. above. Also fireplaces, steam radiators, heaters and stoves shall be protected by screens or guards.

Materials harmful to children, such as drugs, matches, firearms, tools, and cleaning solutions shall be kept out of reach of children.

e. Sanitation: All aspects of sanitation are subject to the Division of Physical Health regulations.

7. LICENSING FEE: No fee shall be charged.

8. CHILD HEALTH: Each child shall have a health examination prior to admission and annually. This shall include a negative TB test. Each child must have proof of all appropriate immunizations (not specified). In the case of after school care, a copy of the health records from the public school are sufficient. Each child shall be checked for health daily and children who become sick during the time in care shall be isolated, until released to parents. Treatment or medication shall only be given on a physician's order.

9. OTHER:

a. Records and Reports:

There shall be maintained a record for each child cared for which shall include:

Name and birthdate.

Full names of both parents or guardians or responsible relatives.

Home and work addresses and telephone numbers of parents, guardians or responsible relatives.

Name, address and telephone number of the family physician.

Name, address and telephone number of the person to be notified in case of an emergency when parents cannot be reached.

Written consent of parents to contact the family physician, or a physician attached to the day care center in case of an emergency.

Record of all physical examinations and other matters relating to the child's health.

Dates when the child enters and leaves the group.

There shall be maintained a record for each employee and volunteer worker which shall include name, address, age, training, education, experience and other qualifications report of physical examination at time of employment and subsequent annual examinations, and initial and terminal service dates.

A daily attendance record shall be maintained of the children in attendance at the day care centers.

b. Program:

The day care center shall prepare and carry out a planned written program which is flexible and suitable to the needs of the children being served. The written program shall include a daily schedule which:

Provides for intervals of active play and quiet play or rest.

Provides for both small group and individual play.

Includes outdoor play each day, weather permitting.

Includes the following program areas in some form -- music, books, art, science, doll corner, blocks, water, table activities, and outdoor activities.

c. Educational Equipment: Equipment shall have no sharp edges, no splinters and must be sturdily built; large equipment must be stable and free of poisonous (lead base) paint and other harmful characteristics.

d. Outdoor Play Equipment: See 9.c.above. Also mentioned in requirements for programs are swings, jungle-gyms, sliding boards, and tricycles.

e. Other Equipment: There shall be individual cribs, cots, beds, or approved sleeping mats provided with individual bedding sufficient to maintain warmth. These sleeping provisions must be placed at least 1-1/2 feet apart. Parents may be asked to supply bedding. Toilet articles shall be either disposable or individually assigned. There should be readily available out of the reach of children sufficient approved first aid kits.

f. Discipline:

Discipline, child care, and child guidance shall be handled with kindness and understanding within a program so planned as to minimize the need for punishment or severe discipline. No child shall be:

Subjected to cruel, harsh, humiliating, petty, severe or provocative treatment.

Subjected to verbal abuse, threats, or derogatory remarks about him or his family.

Deprived of meals or any part of meals as punishment.

Disciplinary measures shall be designed and administered in such a way as to help the individual child develop self control and to assume responsibility for his own acts. To accomplish this the center shall:

Establish simple and understandable rules, for both children and staff, that set the limits of behavior required for the protection of the group and individuals within the group.

g. Nutrition:

For infants centers shall follow a physician's or parent's prescription for formula and feeding of solid foods.

For all children in the nursery or day care center for a period of 8 hours, a minimum of three feedings shall be furnished.

Meals shall be planned to provide a minimum of 2/3 of the child's total daily requirement as set forth by the Food and Nutrition Board of the National Research Council.

Consultation with a trained nutritionist is required at least annually by the Division for Licensing.

h. Insurance: There must be consultation with a licensed insurance agent. Insurance carried must include liability coverages. Insurance also should include but is not limited to workmen's compensation, fire, and furnace coverage.

i. Transportation: Not specified.

j. Telephone: At least one telephone that is neither a pay station nor locked while the center is in operation.

k. Accounting: All day care centers shall take into account methods of bookkeeping which will provide financial information essential to the prediction of budgetary needs, and for proper accounting.

10. SPECIAL PROVISIONS:

a. Infant Care: Infants (defined as children under 12 months of age and/or unable to walk) may be cared for under general day care regulations, except where the following special infant day care regulations take precedence:

Infants shall have a child:staff ratio of 5:1. Where less than 5 infants are cared for in a facility, older children up to 2-1/2 years may be included with the infants; in no case should the child:staff ratio exceed 5:1.

Staff, both paid and volunteer, shall be assigned exclusively to infant care and should have no other duties in a facility housing older children. At least one person over the age of 18 must be in charge of infant groups at all times.

All staff members including volunteers must be at least 16 years of age, and shall have experience and/or training in the care of infants.

A physician, or emergency medical services, must be available during the entire period of day care.

A public health nurse must be requested to visit the center on a weekly basis, and more frequently if necessary, for consultation with the staff responsible for infant care unless a registered nurse should happen to be on the staff on a regular basis, either full or part-time.

A sufficient supply of crib linen shall be maintained to assure change of linen as often as dictated by soiling.

Each infant's indoor clothing, diapers, toilet articles, medications, etc., shall be kept in individual crib side stands, lockers or other receptacles, and out of reach of children.

Play pens or approved mats shall be provided to insure that all infants above the age of 3 months may spend part of the day outside of the crib.

Adequate provision must be made for the cleansing of toilet facilities with germicide after each use.

A written and rehearsed plan of evacuation in the event of fire or other emergency must be developed and instruction in same must be given to the staff. Regular drills by the staff and the children in this procedure shall be held at least once a month.

All requirements of the Division of Physical Health with regard to infant care must be met.

Infants found to be ill must be isolated and cared for by a single attendant until the infant can be removed from the center.

b. Care of School-Age Children:

Children who are 6 years old or over may be cared for in day care centers. Any center that admits these older children shall provide separate, appropriate facilities and programs for them if their presence reduces the effectiveness of the program for the younger children.

Children who spend periods at the center shall be supervised in constructive activities to avoid interference with younger children.

Children who have lunch at the center may be served with the younger children if their presence is compatible with the day care center program.

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Public Health, Bureau of Maternal and Child Health.

   b. Statute & Regulation: Adopted by the Commissioners of the District of Columbia, January 7, 1924, and amended April 2, 1943, May 21, 1947, April 16, 1948, October 11, 1951, and April 18, 1963 entitled: REQUIREMENTS TO BE MET BY PLACES, OTHER THAN FOSTER FAMILY HOMES, GIVING CARE TO CHILDREN (Day Nursery, Nursery School, Boarding School, Day School and other).

2. DEFINITION:

   a. Day Care Center:

   "Any institution, establishment or place other than a foster family home where children under 15 years of age are received at one time for temporary guardianship or care during any part of the day or night, apart from their parents or guardians, will be known as a Place Other Than a Foster Family Home for the Care of Children."

3. AGE AND NUMBER:

   a. Minimum-maximum age: Under 15 years of age.

   b. Number of Children: Not specified.

   c. Group size limits: Not specified.

   d. Child/Staff ratio: Children under 18 months 6:1
   18 months - 6 years 10:1

   There should be at least two persons in attendance with any group of more than 10 children over 6 years of age at all times.

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: Not specified.

2. Education/training: It is required that evidence be submitted to show that: The director is fitted by training and/or experience in the care of children and is interested in children.

3. Physical: It is required that all persons employed by an establishment be in good health and should have an annual health examination by a registered physician who submits a written report stating the person is free from tuberculosis, and other diseases in a communicable form.

4. Character: "It is required that evidence be submitted to show that: All persons employed by an establishment to be in direct contact with children are of good character and fitted to this type of work."

b. Teachers:

1. Age: Not specified.

2. Education/training: Not specified.

3. Physical: See 4.a.3.above.

4. Character: See 4.a.4. above.

c. Assistants:

1. Age: Not specified.

2. Education/training: Not specified.

3. Physical: See 4.a.3. above.

4. Character: See 4.a.4. above.

d. Other Staff: In an establishment offering all day care, a person other than one assigned to care for children, should be available for cooking and cleaning work.

5. PHYSICAL FACILITY:

a. Use Restrictions: See 5.b.2. below.

b. Physical Structure:

1. General: "There must be evidence of good housekeeping with adequate provisions for a constant supply if city water, for sewage disposal, for proper drainage, for garbage and rubbish disposal, and for refrigeration."

2. Usable Floor Levels: No room which is more than one-third below the surface of the ground may be used for care of children.

3. Indoor Space: 35 square feet per child, exclusive of bathrooms, closets, halls, and storage place should be available. Each bed must have not less than 50 square feet of floor space when more than one child sleeps in a room.

4. Outdoor Space: 60 square feet per child.

5. Lighting Requirements: Sufficient natural light is required. Every room used for sleeping, eating or recreation must have at least one window opening onto a yard, court or street.

6. Toilets-washbasins/Child-Ratio:
    Toilet ratio: 10:1
    Washbasin ratio: 10:1

7. Special Features: None specified.

6. CODE REQUIREMENTS:

a. General: "Zoning and building regulations must be complied with. All regulations included in the Building Code relative to habitable space shall pertain to child care establishments."

b. Building: See 6.a. above.

c. Fire: Fire regulations must be complied with.

d. Safety: "Protection at windows, doorways, and stairways is required. Screens must be provided for all windows and outside doors, and low windows and stairways used by children must be approved as safe by the Department of Public Health. Basic first aid supplied must be kept on hand at all time."

e. Sanitation: Every place must be kept in a sanitary condition. Food must be properly protected, proper facilities must be provided for washing and sterilizing of all dishes and other cooking and eating utensils. Individual clean cloth towels, or paper towels, must be provided; individual clean cups for drinking water must be provided.

7. LICENSING FEE: Not specified.

8. CHILD HEALTH: "No child should be admitted to an establishment without a complete physical examination by a registered physician who has submitted a written report of such physical examination stating the child to be free from communicable disease, and recommending that the child be admitted to the group.
In every establishment, daily inspections, which may be done by a lay person who knows how to recognize signs of illness in a child, should be made in the mornings, and should take place in a day care establishment prior to each child's daily admission to the group. Any child showing any appearance of illness must be excluded from the group until such time as it is known that he is not ill."
An arrangement for the isolation of a child is required in establishments offering day-time care if a separate room is unavilable, some other provision for adequate isolation should be made.

9. OTHER:

   a. Records and Reports: Records shall include: Every establishment shall at all times keep a register, showing the names and ages of all children admitted, the names and residence of their parents so far as known, the date they are received and discharged and the reason therefor.
   All children accepted for care must have appropriate health supervision and medical care, and records of such care should be kept.
   Physical examination evaluations of both children in care and staff members must be submitted by a registered physician and kept on file.

   b. Program: Not specified.

   c. Educational Equipment: Equipment suitable to the age of the children cared for should be provided.

   d. Outdoor Play Equipment: There should be outdoor play equipment suitable to the ages of the children.

   e. Other Equipment: Individual cots must be provided for children under the age of five who are cared for more than six hours, there must be a separate bed or crib for children who remain day and night.
   There should be an adequate number of tables,and a chair for each child.

f. Discipline: Not specified.

g. Nutrition: In all day establishments, a lunch consisting of food adaptable to the ages of the children, must be provided. Only wholesome foods should be served.

h. Insurance: Not specified.

i. Transportation: Not specified.

j. Telephone: Not specified.

FLORIDA
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Health and Rehabilitative Services, Division of Family Services. (The Division of Family Services licenses day care facilities in three countries only -- namely Dade, Duval and Orange.)

   b. Statutes: In Dade and Duval Counties under Chapter 21013, Laws of Florida, 1941 and in Orange County under Chapter 26065, Laws of Florida, 1949.

   c. Regulation: "Minimum Standards for Child Care Programs, January 1971."

2. DEFINITION: Group day care serves groups of six or more children. Group day care centers may enroll children under two years of age only if special provisions are made for the needs of the infants to be consistently met by one person.

   The following are not subject to licensing:

   A program for preschool children ages two years to school age, conducted for a period of less than four hours per day.

   A program providing education for school age children that has a full day educational curriculum.

   A child care program subject to regulation by another governmental agency unless their regulations so stipulate.

   A child care program located on property of the United States Government except one located in a federal housing project.

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: Infants to 6 years and older.
      Number of children: 6 or more

   b. Group Size Limits: Not specified.

   c. Child/Staff Ratio:

	0 to 2 years	-- 5:1
	2 - 5 years	-- 10:1
	6 years and older	-- 15:1

4. STAFF QUALIFICATIONS:

   a. Director:

1. Age: Not specified apart from the note defining adults below* and "all operators or persons in charge of a facility who are 65 years of age or older shall be required to have an annual physical examination by a licensed physician."

2. Education/Training: The personnel of a child care program shall be qualified through training and experience to provide good physical care, maintain responsible supervision and provide meaningful experiences to promote the total development of the children enrolled. Persons caring for infants should be qualified by training or practical experience in the care of infants and young children."

3. Physical: All personnel must have annual tests to show proof that they are free from TB and communicable diseases. In addition, if indicated, a physical examination report by a licensed physician can be required stating that the person is capable of caring for children.

4. Character: The operator and all personnel must be of good character and must have no personal habits which will have a detrimental influence on the children in care. The owner and/or the person in charge of the child care program shall be prepared to furnish the names of three reputable citizens as references.

b. Teachers:

1. Age: Not specified.

2. Education/training: See 4.a.2 above.

3. Physical: See 4.a.3 above.

4. Character: See 4.a.4 above.

* Note: No age specifications are made for any staff but the following definition of "adult" appears in the regulations:

Adult: A person 21 years of age or older. However, under approved circumstances and strict supervision, persons 18-21 years of age with appropriate education and training and/or experience may qualify to serve as a staff person.

c. Assistants: (Volunteers and Aides)

1. Age: Not specified apart from "Teenagers are often highly successful in working with younger children."

2. Education/Training: Not specified.

3. Physical: See 4.a.3 above.

4. Character: See 4.a.3 above.

5. PHYSICAL FACILITY:

a. Use Restrictions: Shall be located in a neighborhood that is wholesome for children.

b. Physical Structure:

1. General: The buildings and grounds shall be suitable for the purpose intended; safe, sanitary, comfortable, roomy and conducive to the normal development of children. All outside doors and windows must be screened.

2. Usable Floor Levels: Not specified.

3. Indoor Space: Sufficient, well-ventilated and well-lighted space for safe playing -- at least 25 sq. ft. per child of usable space. Indoor play space for children under two years of age must be completely separate from designated areas of older children. Napping space for infants must be separate from napping space for pre-school and older children.

4. Outdoor Space: The capacity of the fenced outdoor play space must be a minimum of 40 square feet per child of usable space.

All children must play in the fenced outdoor play area.

There must be a gate in the fence to provide access away from the building in case of emergency.

At no time are children to be left unsupervised in the outdoor play area and the child/staff ratio should remain as indoors.

There shall be sun and shade with accessible drinking water and toilet facilities.

The outdoor play space for children under two years of age must be fenced separately from play areas designated for older children.

5. Lighting Requirements: All rooms used for children must have an adequate amount of light.

6. Toilet-Washbasin/Child-Ratio:

The washing, toileting and bathing facilities of a child care program must be adequate and reasonably private.

There must be at least one lavatory and one toilet and an arrangement for bathing of children.

No. of Children	Number of Lavatories & Toilets
1-15	1
16-30	2
31-45	3

and so forth on the basis of one lavatory and one toilet for every fifteen children.

7. Special Features: "Provision must be made for maintaining room temperature of 68°F to 72°F at 2 ft. from the floor throughout the building when the outside temperature is 68° or less." "The rooms used for napping must be suitable for this purpose. They must be well ventilated, shaded and large enough so that cribs, beds or cots can be placed two feet apart on all sides."

6. CODE REQUIREMENTS:

a. General: No general requirements.

b. Building: Not specified.

c. Fire: An annual inspection is required in accordance with State Fire Marshal's Rules and Regulations. Local codes must be followed if more restrictive."

d. Safety: The buildings and grounds must be free of all hazards. All pools must be fenced separately and must meet local health requirements as to sanitation and safety. Safety inspections are required before licensing and annually thereafter.

e. Sanitation: Sanitary inspections are required before licensing and annually thereafter. The inspection is made by the designated representative of the local health agency and is based on the Sanitary Code of the State of Florida. Those parts of of the Sanitary Code which apply to child care programs are concerned with -- approved water supply, plumbing, drinking fountains or cups, approved sewage system, food preparation and service requirements, refrigeration and food storage, waste and garbage disposal.

7. LICENSING FEE: None.

8. CHILD HEALTH: Each child at the time of enrollment must have a written statement from a registered physician or a health certificate issued by a Health Officer pronouncing him free of communicable diseases and noting any major physical or mental defects. This examination should have taken place within the year prior to his admission to the program and renewed annually thereafter. Health certificates are transferrable from one program to another. Immunizations appropriate to the child's age should be kept current for each child.

If a child arrives ill or becomes ill while in care, he must be isolated from the others until arrangements can be made to release him.

9. OTHER:

a. Records and Reports: A child care program must keep a record on each child enrolled. The physician's statement or health certificate on child health shall be a part of this record.

For each child enrolled, a center shall have on hand the following information: the current residence and employment address and telephone number of the child's parent or guardian; the name, address and telephone number of another person who can be notified in case of illness, accident or other emergency; the name, address, and telephone number of the child's physician and the name of the preferred hospital.

Records of children enrolled in a center and records of children who have been discharged shall be kept separate.

All centers shall have a written pre-arranged plan for management of medical emergencies which shall be posted on the premises in a conspicuous place.

b. Program:

Infants to age two:
Throughout the day when babies are awake, staff members will talk to and play with them as well as encourage them to play with crib toys.

Infants who are crawling and toddling shall have planned activity periods of play suitable to stimulate their interest; opportunities for talking and cuddling with staff members; and ample opportunities for exercise outside of their cribs on mats or on a clean floor surface.

All infants shall have daily outdoor periods, weather permitting.

Children -- Age two and older:
There must be a daily program planned to provide meaningful experiences geared to the age level of the children and to meet the social, emotional, physical and intellectual needs of each child as well as those of the total group.

Recommended are planned daily activities including experiences in art, language development, music, block building, creative and dramatic play, science and manipulative play. Activities for both indoor and outdoor play should be provided by a flexible daily schedule.

c. Educational Equipment: A child care program shall have equipment (tables, chairs, shelves for storage and display of toys and materials) suitable to the size of the children.

There shall be enough equipment and supplies appropriately chosen to provide activities to stimulate creative and imaginative play and learning experiences, both indoors and outdoors.

d. Outdoor Play Equipment: See 9.c. above.

e. Other Equipment: Each child must have his own bed and bedding, disposable towel and washcloth, and his own toothbrush and comb.

f. Discipline:

The children in a child care program must be disciplined in a constructive manner.

They must not be subjected to discipline which is severe, humiliating or frightening.

Discipline must not be associated with food, rest, or toileting.

Spanking or any other form of physical punishment is prohibited.

g. Nutrition: Food served to young children in child care programs shall be sufficient in quantity and quality to meet the nutritional needs and cultural food habits of the children.

The kind and amount of food served should be based on the current National Research Council Recommended Dietary Allowances for the appropriate age groups.

All child care programs must furnish a daily noon meal and snacks which are well balanced, appetizing, varied and sufficient for the children's nutritional needs.

Reconstituted milk may be used for cooking. Unless there is a change in the present law (Sanitary Code of Florida, 1962) it cannot be used as a beverage unless it is cooked.

h. Insurance: Not specified.

i. Transportation: Not specified apart from "children must be protected from such unsafe practices as leaving them unattended in automobiles; overloading automobiles or buses."

j. Telephone: There shall be at least one telephone, not a pay station or locked telephone, on the premises and such additional telephones or extensions as may be required to summon help promptly, in case of fire or other emergencies.

k. Religious Training: If religious training is a part of a child care program, the parents and guardians of the children shall be informed as to its program of religious training.

l. Rest: All infants shall have ample opportunity for rest before and after lunch and at other times whenever they seem fatigued.

All preschool children are required to have sufficient supervised rest on a cot or bed.

The length of rest time necessary for school age children should be determined by their age and individual need.

10. SPECIAL PROVISIONS:

a. Infants: Infants, defined as children under 2 years old, must be kept clean, dry and comfortable as possible at all times with staff making as many changes as necessary to maintain this.

Infants shall be fed at predetermined intervals according to their nutritional needs and in accordance with accepted pediatric practices. During feeding, infants shall be held in the arms of a staff person. Feeding shall not be hurried. Bottles shall not be propped while the infant nurses.

b. Handicapped Children: Centers may on occasion enroll physically or mentally handicapped children upon the approval of a physician. Centers with a combination of handicapped and normal children shall have a minimum of one adult staff member qualified to understand and work with handicapped children.

There shall be a six-or eight-to-one child/staff ratio depending on the nature of the children's handicaps.

GEORGIA
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Family and Children Services.

   b. Statute: Children & Youth Act, Act No. 55, (H.B. No. 5) Session of the General Assembly, 1963.

   c. Regulation: "Rules of Georgia Department of Family and Children Services - Minimum Standards for Group Day Care Services, 1969."

2. DEFINITION:

"Day Care Center shall mean any place operated by a person, society, agency, corporation or institution, or any other group wherein are received for pay 7 or more children under 18 years of age for group care, without transfer of custody, for less than 24 hours per day."

"Excluded are facilities with programs of less than 4 hours, summer camps, shoppers and similar facilities and facilities for retarded children."

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: Infancy to 18 years
      Number of children: 7 or more.

   b. Group Size Limits:

0-18 months	7
18 months - 3 years	10
4 years	15
5 years	18
6 years	20
7 and older	25

   c. Child/Staff Ratio:

Infancy to 18 months	7:1
18 months - 3 years	10:1
4 years	15:1
5 years	18:1
6 years	20:1
7 and older	25:1

4. STAFF QUALIFICATIONS:

   a. All Staff:

1. Age: "There shall be at least one person 21 years of age or over." There shall be at least 2 responsible adults available for supervision of children at all times when children are present."

2. Education/Training: "Completion of recent training (within 3 years) in child care. It is advisable for all staff to have at least a high school diploma and experience working with children."

3. Physical: "All staff shall have a physical examination prior to employment and annually thereafter. Staff over sixty-five (65) years of age shall have a statement from a physician stating that they are in adequate physical condition to cope with a group of children for the required number of hours each day."

   "No staff person who is suffering from a contagious disease or illness shall be present in the center."

4. Character: "All staff shall be of good character, be adaptable to a variety of situations and be willing to grow in knowledge about children through participation in periodic in-service training. There shall be on file in the center two responsible written references for each staff member."

5. PHYSICAL FACILITY:

   a. Use Restrictions: "The building or portion of the building to which children over three have access shall be used only for program of child care during the hours that the center is in operation. Those rooms in which children under three are cared for shall be used for care of these very young children only."

   b. Physical Structure:

      1. General: "Floors, walls and ceilings shall be smooth, non-absorbent, non-skid, easily cleaned, and kept in good repair. The walls should be a light color and ceilings should be at least eight feet."

2. Usable Floor Levels: "Rooms lower than three feet below ground level on all sides shall not be used for the children's activity program. Basement areas in excess of 25 linear feet of wall space from a window may not be used for the housing of children."

   "Two-story or split level buildings shall be used only with the specific approval of the fire department."

3. Indoor Space: "The indoor areas, room or rooms, used for the play, rest, eating activities of the children shall provide 35 square feet of usable space for each child present in the center. Space occupied by built-in storage cabinets, lockers, etc., shall not be included."

   "There shall be set aside a quiet area in which no regularly scheduled activities take place. This area shall be used to care for the child who becomes ill at the center or for any child who needs an opportunity to be by himself This area shall be easily supervised."

   "There shall be adequate storage space and suitable space for children's outer garments and private possessions."

4. Outdoor Space: "100 square feet of usable play space per child, fenced or otherwise protected with the fencing material non-hazardous to children."

5. Lighting Requirements: "There shall be artificial lighting to provide twenty-five to thirty-five foot candle power in play areas where natural light fails to provide this intensity."

   "The children's playroom shall have outside windows . All floor level windows shall have protective devices and be able to be opened for ventilation."

   "Hallways shall be adequately lighted, a clear passage free from obstruction, with exits which meet the approval of the State Fire Marshal."

6. Toilets-Washbasins/Child Ratio:

Number of Children	Toilets-Washbasins
1 - 12	1
13 - 25	2
26 - 50	3
51 - 75	4
76 -100	5
101 -125	6
126 -150	7
151 -175	8

"For toddlers, one flush toilet must be available. Two nursery chairs may be substituted for each subsequent required toilet."

7. Special Features: "Hazardous maintenance and construction work shall take place only when children are not present in the center."

"The heating system in the day care center shall be approved by the State Fire Marshal."

"A thermometer shall be provided to assure that a temperature of approximately 70° is maintained at a level twenty-four inches above the floor."

6. CODE REQUIREMENTS:

a. General: "The individual or agency planning the construction of a new center, remodeling, or adding to an existing structure shall first have plans approved by local building authorities and location approved by local zoning authority. In order to assure that the building will meet standards, plans for construction shall be submitted to the Division for Children and Youth for approval."

b. Building: See 6.a above.

c. Fire: "The fire department must approve the heating system and the use of two-story or split level buildings."

"Floor furnaces, to be approved, shall have adequate protective coverings or guards to insure that children coming into contact with them shall not be burned."

"Where space heaters are used, additional screens shall be provided to prevent children from coming into contact with the heater."

"The center shall formulate and post in each room a plan for evacuation of the building in case of fire. All employees shall be instructed and kept informed of their duties under the plan. Centers shall hold regular fire drills at least once a month."

d. Safety: "The use of multiple electric extension cords from one outlet shall be avoided and electrical outlets within reach of children shall be plugged or covered."

e. Sanitation: "Drinking fountains shall be of a type approved by the Georgia Department of Public Health. When drinking fountains are not used, individual paper cups shall be provided and shall be disposed of immediately after use."

"In order to protect and promote the health and safety of children the center shall maintain the rooms in which the children are housed clean and odor free and require that the staff keep the children clean, dry and comfortable. Bed linens shall be kept clean and dry, and soiled linens and diapers handled in a sanitary manner."

7. LICENSING FEE: None.

8. CHILD HEALTH:

"For every child admitted for care, there shall be on file a physician's statement indicating that the child is free of communicable or contagious disease. Required immunizations are D.P.T., smallpox, polio and measles. This shall be renewed at least annually and at any time the child's general condition indicates the need while the child is in care."

"Any child showing symptoms of illness during the day shall be removed from the group to the quiet area where he shall receive necessary attention until such time as the center and his parents can make plans for his care elsewhere."

"No medication shall be given by the staff except in special circumstances arranged by the Center Administrator at which time a signed note from parent or guardian giving permission must be on file in the center."

"Under no condition shall a center care for a child having a communicable disease or acute illness. Parents or guardians of all children enrolled shall be notified when a communicable disease has been introduced into the center."

"Parents shall be notified immediately of any illness or injury to the child in the center and their specific instructions regarding action to be taken obtained."

9. OTHER:

   a. Records and Reports:

      1. "The day care center shall keep the following records on file in the center: daily attendance records; records of individual children including: identifying information (child's name and birthdate, parents' or guardian's name, home and business address, telephone numbers); name, address and telephone number of persons to contact in emergencies; health information such as reports of physical examinations, records of required immunization; description of accidents or illnesses occurring while child is in the center--including date, time and conditions under which it occurred and action taken; parental agreement."

      2. "Records of individual employees: Identifying information, qualifications, references, employment history, employment date, evidence of annual physical examination, result of chest x-ray or skin test for tuberculosis, and current food handler's card."

         "All day care centers shall report to the Division for Children and Youth, Department of Family and Children Services, within twenty-four hours, the following:

         a. Change of ownership, address, or closing of center.

         b. Death or serious injury to any child while in the center.

         c. Any fire."

b. Program: "Program planning shall consider the age and developmental level of children, the needs of individual children, the experience offered children in their home and the goals which children's families have for them.

When planning the program, the staff shall make provision for:

Alternate periods of active play and quiet periods.

Time for special attention for children who need it.

Experiences with music, science, literature, dramatics, art and discussion, etc.

Regularity in the schedule and a routine for meals, snacks, naps, washing up.

Quiet activities which are teacher directed in the late afternoon when children are waiting to go home and are tired from the long day in the center.

Opportunities for children to play alone as well as in groups.

Nap time for all pre-school age children and a rest period for all school-age children who spend the day in the center.

Quiet activities for children who do not sleep. Children who do not fall asleep shall remain on cots no more than one hour.

Two hours outdoor play when weather permits.

Day care centers which provide care for children enrolled in school shall plan a program which is appropriate for and meets the needs of these children."

c. Educational Equipment: "There shall be in a day care center the equipment necessary to facilitate program and such furnishings and equipment shall be sufficient in quantity to insure that each child shall have opportunity to participate in many kinds of activities appropriate for the developmental level of children in care. Equipment shall be kept clean and in usable condition and stored in such a way that it is accessible to the children."

"Furnishings shall include tables, chairs and storage space sufficient for the children served and the program planned."

d. Outdoor Play Equipment: "There shall be sufficient outdoor equipment to provide a varied outdoor program for children."

e. Other Equipment: "A first aid kit equipped with soap, band aids, sterile gauze squares, etc. shall be provided. There shall be available one cot, a sheet, a light weight cover, and one chair for each child enrolled.

Individual wash cloths and towels shall be provided for all children. Paper towels may be substituted for groups other than the infant and toddler groups.

Each child shall be provided an individual drinking cup."

f. Discipline: "Staff shall avoid using any disciplinary techniques which are hurtful, frightening, mentally or physically injurious or humiliating to the child; associating punishment with food, rest, isolation because of illness, or toilet training."

g. Nutrition: "Meals served in the day care center shall be planned with the child's daily food needs in mind and should complement the meals served in the child's own home.

Children who are in care five or more hours shall have one-third of their food needs met in the center; a nutritious mid-morning snack or breakfast, a noon-day meal (preferably hot), and a mid-afternoon snack. Children shall be served a minimum of 8 ounces of milk per day.

Current menus shall be posted in the center and be available to parents.

Meals shall be attractively served in an atmosphere which is comfortable and relaxed. A staff member shall eat with the group.

Furniture and utensils shall be of a size appropriate for children. There shall be enough utensils to serve adequately all of the children enrolled.

Children in care for ten hours shall have an additional meal, either breakfast or supper, depending upon hours of care."

h. Transportation: "Each day care center shall have in writing a plan for transportation.

The plan shall assure that the circumstances required to insure the safety of the children transported are met.

This plan shall include a signed agreement with parents which insures that parents or parent substitutes will supervise the children until they are on board the transporting vehicle and will be available to assume responsibility for children when they are returned home.

The transportation plan shall be reviewed as part of the licensing procedure.

Children shall not cross a street in order to meet transporting vehicle or in order to arrive at a destination.

No vehicle containing children shall be left unattended.

No child shall stand in the vehicle when being transported.

The Department of Public Safety requires that there shall be no more than three persons in the front seat including the driver.

Whenever automobiles or station wagons are used, safety locks shall be provided so only driver or responsible operator can use them.

Unless accompanied by his or her parents, no child shall be required to spend more than one and one-half hours daily in transportation from the home to the day care center and return.

The driver of the school bus or vehicle transporting children must meet the same general qualifications as those set forth for other members of the day care staff.

In addition to maintaining a chauffeur's license, no person shall be permitted to transport the children in connection with the day care center who does not meet the minimum requirements set forth by the State Board of Education on June 22, 1959, for drivers of school busses."

i. Telephone: "There shall be a telephone in the day care center."

10. SPECIAL PROVISIONS: (Infant care for children under three)

a. "The staff shall plan for times each day when children are given individual attention and stimulation and shall provide opportunity for children to play outside of cribs and playpens.

b. When weather and child's health permit, each child shall spend some time out of doors.

c. The staff shall provide experiences which are appropriate for young children that stimulate good physical, intellectual and emotional growth.

d. The staff shall be so organized that the children, insofar as possible, receive care from the same person each day."

"For children under one year of age, the day care center shall secure from the parents a formula and feeding plan; this plan shall be on file in the center and followed in detail. Formulas shall be clearly marked. In planning diet, the introduction of solid foods, etc., the day care center shall follow the recommendations of the child's parent. Infants shall be fed individually and preferably shall be held while fed."

"The day care center shall provide for each infant an individual crib, a waterproof mattress and linens. Crib size shall be determined by the size and age of the child."

"There shall be additional help available to each staff person caring for infants and toddlers. Persons giving care to children under three years of age shall have special knowledge about their care and shall participate in courses, workshops and institutes when these become available."

HAWAII
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Social Services Public Welfare Division

   b. Statute: "The Department of Social Services is authorized to establish rules and regulations governing the operation of Day Care Centers ... by Revised Laws of Hawaii, 1955, Chapter 108 as amended."

   c. Regulations: "Rules and Regulations Governing Group Day Care Centers," revised 1966.

2. DEFINITION: "A day care center is ... a place maintained by any individual, organization, or agency for the purpose of providing care for ... children with or without charging a fee during any part of a 24 hour day ... for 6 or more children." Exceptions are "an individual person ... if the person does not regularly engage in such activity; a kindergarten or school conducted solely for educational purposes or specialized training; or an organization established to conduct athletic or social group functions." "The term group day care centers shall include day nurseries, nursery school groups, pre-school, child play groups, parent cooperatives, or other similar units operating under any name whatsoever.

3. CHILDREN ELIBIBLE:

   a. Minimum-maximum age: 2 years to 5 and older
      Number of children: 6 or more

   b. Group Size Limits: Not specified

   c. Child Staff Ratio:

2 to 3 years	10:1
3 to 4 years	15:1
4 to 5 years	20:1
5 years or over	25:1

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: "At least one regular staff member between 18-65"

      2. Education/Training: A bachelor's degree from an accredited college or university preferably with courses in early childhood education, child development or related fields and 2 years of experience in working with children, or

shall have had a combination of 2 years of college education and 4 years of experience in work with children.

3. Physical: "At the time of employment and annually thereafter ... shall have a complete physical examination including a chest x-ray or tuberculin test."

4. Character: "Good moral character, good physical and mental health, the ability to understand and care for children and a liking for children."

b. Teachers:

1. Age: See 4.a.1 above.

2. Education/Training: A bachelor's degree from an accredited college or university with courses in early childhood development, childhood education and related fields. Or, a bachelor's degree from an accredited college or university, supplemented by successful and supervised teaching experience in a nursery-aged group. Or, two years of accredited college work supplemented by or including professional training in preschool or early childhood education and supervised teaching experience. Or, the teacher shall have successfully completed an in-service training program in preschool and early childhood education offered by a legally recognized sponsor, including supervised teaching experience in a nursery-aged group.

3. Physical: See 4.a.3. above.

4. Character: See 4.a.4 above.

c. Assistants:

1. Age: See 4.a.1 above.

2. Education/Training: High school graduation or education preferably in the field of health, child development and family relations or maturity and experience working with children.

3. Physical: See 4.a.3 above.

4. Character: See 4.a.4 above.

5. PHYSICAL FACILITY:

a. Use Restrictions: None specified.

b. Physical Structure:

1. General: "The center shall be located in a safe and sanitary area and shall conform to laws and regulations of the state, city, and county governments, be clean and sanitary with proper means of refuse disposal ... and have proper disposal of sewage with all plumbing outlets connected to a cesspool or a sewer system."

2. Usable Floor Levels: In accordance with Uniform Building Code and State Code. Basements used as a center shall be dry with adequate drainage, lights, and ventilation.

3. Indoor Space: "For day-time care, there shall be a minimum of 35 square feet per child of indoor area, excluding bathroom, kitchen, cupboard space, and hallways.
For night-time care, there shall be a minimum of 50 square feet per child of indoor area, excluding bathroom, kitchen, cupboard space, and hallways. A lanai which has a roof, is protected from rain, and provides for safe activity, may be counted as indoor or outdoor space."

4. Outdoor Space: "There shall be a minimum of 75 square feet outdoor space available per child. The outdoor space shall be fenced or protected, with the entire area easily supervised. It shall be well drained, with both sunny and shaded areas. "A lanai which has a roof ... may be counted as ... outdoor space."

5. Lighting Requirements: "The building shall ... be well lighted:" and "there shall be good artificial lighting in all indoor areas."

6. Toilets - Washbasins/Child Ratio: "There shall be a minimum of one toilet and one wash basin conveniently located for every 15 children."

7. Special Features: "Facilities for washing and rinsing of mops shall be provided exclusively for this purpose.
Where laundry is done, proper facilities shall be provided for laundry services."

Grass or other soft media shall be used under swings, slides, jungle jims, and similar outdoor play equipment, or other protective measures shall be taken.

6. CODE REQUIREMENTS:

a. General: none specified.

b. Building: "It shall be the responsibility of the center to meet the following standards which conform to the construction standards of the current local city and county building ordinances; States Statutes; and Rules and Regulations of the State Fire Marshal, Department of Health, and other government agencies having jurisdiction."
The Uniform Building Code takes precedence except when county standards are higher.
Plans for any new buildings and alterations of existing buildings of day care centers shall be submitted to the Department for approval before any work is carried out.
For existing buildings exterior walls must be of 1-hour fire resistance construction if less than 10 feet from property line.
Openings shall not be permitted less than 5 feet from property line.
Roof covering must be fire retardent.
Classroom shall front on one public street or yard space not less than 20 feet in which front shall be located one required exit.

Exits shall be of the following types or combinations thereof: Doors leading directly outside the buildings (without stairs); Ramps; Stairways; Doors opening into stairways shall open on a landing within 2 inches of the floor level.

At least two exits of the above type remote from each other shall be provided for every floor or section of the building, including basements. Exits shall be of such number and so located that the distance of travel from the door of any occupied room to an exit from that floor shall not exceed 50 feet in buildings having one-hour fire-resistive rating or 75 feet in buildings of fire-resistive construction.

Minimum exit door width shall be not less than 36 inches. Exit door should not be less than 6 feet to 6 inches in height.

Exit doors shall be equipped with panic hardware or other types of locks which do not require use of a key from the inside.

Exit doors shall swing outwardly.

All stairways and other ways of exit and the corridors or passageways, appurtenant thereto shall be properly illuminated at all times to facilitate egress.

"EXIT" signs where necessary shall conform with requirements of the current edition of the Uniform Building Code.

Hallways, passageways, or corridors shall be free and clear of obstructions and not lead to dead ends for occupants to be trapped in case of fire.

Electrical circuits shall be maintained with proper fuse protection and shall be installed in accordance with the National Electrical Code.

Extension cords shall not exceed 10 feet in length and shall not extend from one room to another, nor shall they be stapled or nailed or otherwise permanently fastened to walls, floors, ceilings, or be run under rugs."

c. Fire:

1. "Evacuation plan in time of fire:
The director or operator shall formulate a plan for the protection and evacuation to areas of refuge. This plan shall include training of all personnel and of all persons in event of fire. This plan shall be submitted to the Fire Department for approval.

   a. Fire Drills shall be staged at least once a month in which all occupants and staff members must participate. However, in cases where occupants are infants, staff shall be required to simulate drill plans.
   b. The staff at the day care center shall be trained in properly reporting a fire, in extinguishing a small fire, and in escaping from a fire.
   c. There shall be an alarm system approved by the Office of the Fire Marshal to notify occupants in case of fire.

Smoking by staff members may be permitted in suitable area and when proper facilities are provided.

An adequate number of approved fire extinguishers, as approved by the Fire Department shall be installed for first-aid extinguishment protection. They shall be inspected at least once a year and kept charged and filled at all times.

An approved heat-activated fire alarm system conforming to the provisions of the Fire Marshal's Rules and Regulations shall be installed at all group care centers giving care to children during the night."

"Storage of combustible material shall be confined to essential articles in line with operations of the center."

"Burning of rubbish where necessary shall be confined to an isolated area in approved-type domestic incinerator with suitable stack."

"Kitchen stoves or commercial types of heating appliances requiring stacks or hoods shall be located at a safe distance from the wall, ceiling, roof, or other combustible material and shall conform to requirements of the Fire Marshal's Rules and Regulations."

d. Safety:

"No poisonous plants as described in the Department of Health's informational leaflet, may be planted on the premises."

"Equipment shall be of safe construction and material; sturdy; free from sharp, loose, pointed parts; and of safe quality."

"Centers located in areas subject to tsunami action, flooding, or like disasters, shall have a plan for evacuation to a place of refuge, according to local civil defense regulations."

"No vicious animals or any insects that are dangerous to health and safety shall be kept on the premises."

"There shall be a gate at the head of stairs and handrails on stairways."

"Windows shall be properly protected by a suitable barrier for the safety of children."

e. Sanitation:

"There shall be an approved potable water supply.

Adequate and approved drinking facilities shall be provided."

7. LICENSING FEE: There is no licensing fee.

8. CHILD HEALTH:

"Children shall have a physical examination at least once a year after admission to the center.

There shall be a health inspection each day by a person instructed on inspection of each child upon his arrival at the center for any indication of illness.

There shall be continued observation of all children throughout their stay in the center so that any illnesses will be detected and handled appropriately.

A child who becomes ill after he is admitted to the center shall be isolated from the rest of the group, but within call of an adult, until the parent can call for him.

The regulations of the Department of Health on communicable disease shall be followed where children show symptoms of communicable disease.

Specific instructions obtained from a physician for the feeding and care of children with special problems shall be written on their records and followed.

Medication may be administered at the discretion of the director of the center. Medication shall be kept in the original container bearing the prescription label which shows the date filled, physician's name, physician's directions for use, and the child's name. Medications shall be kept out of the reach of children and returned to the parents when no longer needed. Under no circumstances should a staff member give medication of any kind unless prescribed by a physician.

Health records should be maintained for each child and kept reasonably up-to-date at all times. Individual notes of staff observations about significant developments should be included. When the child leaves the center, the health records may be turned over to the parents or the child's school.

First-aid supplies shall be kept on hand."

9. OTHER:

a. Records and Reports:

"Each center shall keep the following records:

Statement of operational policies.
List of current staff members, including ages, training, experience, and health records.

Daily schedule of activities.
Daily menu.
Emergency information.
1. Where parents can be located.
2. Name of family physician.
3. Written consent to call another physician when the family physician cannot be contacted.
Roster of enrolled children.
Daily attendance record by names of children and ages.
Completed application form for each child.
Child's health record."

b. Program:

"A schedule of activities shall be planned with the following guiding principles:

There is reasonable regularity with a similar sequence of events for the children from day to day.

There is time for free, spontaneous, active play by the children, with opportunity to choose activities and to move from one activity to another.

There is balance of indoor and outdoor activity which provide for development of large and small muscular coordination.

There is time allowed for the children to do things for themselves and to take responsibility for their own care as they are able.

Rest periods shall be provided as appropriate to the age of children under care.

There is guidance given to children to extend experiences, learn good habits, new and useful skills, wholesome attitudes and vocabulary.

There is guidance which fosters individual development and helps the child to work out responsible patterns of living with others.

Constructive methods leading to development of self-discipline are used for maintaining group control. Staff shall not use any technique which is humiliating or frightening to the children.

Program and school space shall be flexible enough to allow for special interest or abilities and maturity level and emotional climate of the children.

There is use of community resources wherever possible in supplementing the program.

Administrative details are cared for without neglect of children.

Time should be provided for consultation with parents individually or in groups.

There are plans for keeping the plant and equipment clean and in order without undesirably interfering with the children's activities or endangering their health or safety.

Children and staff are not exploited in fund raising campaigns to the detriment of the children and other aspects of the program."

c. Educational Equipment: "One chair per child and sufficient table space per child scaled to size. Equipment shall be of safe construction and material, and where paint is used, of safe quality."

d. Outdoor Play Equipment: "Both indoor and outdoor play equipment shall provide opportunity for creativity and for children to use small and large muscles and should include swings, slides, etc."

e. Other Equipment: "Individual cots or adequately insulated and protected bedding for all children who rest and individual beds for children staying the night shall be provided. All sheets and covers shall be provided on an individual basis."

f. Discipline: "Constructive methods leading to development of self-discipline are used for maintaining group control. Staff shall not use any technique which is humiliating or frightening to the children."

g. Nutrition: "Centers caring for children through mealtime shall provide a balanced meal approximating Federal lunch standards Type A lunch containing at least one-half pint milk and a snack consisting of milk or juice between meals."

h. Insurance: "A liability policy for bodily injury with a minimum of $5,000 per child and $10,000 per accident must be held by the center".

i. Transportation: "When transportation is provided by the center, rules and regulations of the Public Utilities Commission and the Police Department shall be met."

j. Telephone: None specified.

10. SPECIAL PROVISIONS:

a. Infant Care: "Children under two years of age shall not be accepted for care."

b. Penalty: Any person willfully making any false statement or violating these regulations shall be guilty of a misdemeanor and be punishable by a fine not exceeding two hundred dollars.

IDAHO
Day Care Centers
(Voluntary Licensing Only)

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Public Assistance.

   b. Statute: The Child-Care Licensing Act, Chapter 320, Session Laws of 1963 (39-1208 through 39-1224 Idaho Code).

   c. Regulation: "Rules and Regulations for Implementation and Enforcement of Standards for Licensing Under the Child-Care Licensing Act, 1963."

2. DEFINITION: "A day care center is defined by the act as "a home or place providing care to a group of five or more children for all or part of the 24-hour day," and day care is defined as "foster care provided only during the day or certain hours during the day."

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: 2-1/2 to 16 years
      Number of children: 5 or more

   b. Group Size Limits: 10 children -- all ages

   c. Child/Staff Ratio: For pre-school children 10:1
      If possible a minimum of two adults for any group.

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: "Of suitable age to care for children."

      2. Education/Training: Not specified apart from "The individual in charge must have understanding of children, must understand what is expected of children at different age levels; must be capable of handling an emergency situation promptly and intelligently."

      3. Physical: Of sound mental and physical health, with no mental or physical defects which will disqualify her for the care of children. A report of good health from a regularly licensed physician may be required if this seems necessary or advisable.

4. Character: She shall be a person of good character and habits. Three satisfactory references are required.

b. Teachers and Assistants:

1. Age: Not specified.

2. Education/Training: Not specified.

3. Physical: See 4.a.3 above.

4. Character: See 4.a.4 above.

5. PHYSICAL FACILITY:

a. Use Restrictions: Day care of children shall not be combined with care of the aged, or of convalescent or maternity patients.

b. Physical Structure:

1. General: The center must be in a safe and convenient place. The building shall be so constructed that it is dry, that screening is provided in the fly season, and that the floor is free from splinters, is warm, and is easily cleaned.

2. Usable Floor Levels: Should usually be on ground floor. If above the first floor, there must be adequate provision for fire escape. Basement rooms must be dry, adequately heated, lighted and ventilated, have adequate floor covering, be free from fire hazards, and have adequate exits.

3. Indoor Space: 35 sq. ft. per child, exclusive of halls, isolation room, bath and toilet, and kitchen.

4. Outdoor Space: 75 sq. ft. per child under 6 years.
100 sq. ft. per child 6 years and over.

Outdoor play space must be safe from traffic and other hazards. Adequate fencing of play space will be required if there is any hazard to safety from which a child must be protected. Provision shall be made for maximum sunlight and for shade, and the play space shall be suitably surfaced and have good drainage.

   5. Lighting Requirements: Light, ventilation, and heat shall be adequate in the rooms used by children for play and sleeping.

   6. Toilets-Washbasins/Child Ratio: Minimum one toilet for every 10 children and one washbasin for every seven children.

   7. Special Features: There shall be a sleeping room used for no other purpose during rest periods, with separate low cots for each child.

6. CODE REQUIREMENTS:

   a. General: The operator shall have sufficient income and resources to comply with all requirements of the local Fire Department, Department of Health, and the city building inspector concerning construction, equipment, and maintenance of the center and with all requirements of the Department of Public Assistance for licensing.

   Local codes are adhered to apart from one state-wide code affecting the building and operation of centers. This is the Plumbing Laws, Rules and Regulations of the Idaho State Plumbing Board, which are very comparable to the National Plumbing Code.

   b. Building: Building codes within Idaho are established by each municipality and most of these adhere quite closely to the National Building Code, Volume I, 1970.

   c. Fire: All day care centers must pass inspection by the local Fire Department. There is no state fire code; codes are established by each city and adhere to some national code. The City of Boise adheres to the American Insurance Association National Fire Code and most of the national fire codes are very similar.

   d. Safety: The National Electrical Code has been established as the guideline within the state. This is set up in Title 54, Chapter 10 of the Idaho Code, amended by Chapter 311 in 1961.

   e. Sanitation: All centers must pass inspection by a sanitarian of the Department of Health. Sanitation must be adequate and must meet standards of the Department of Health. If the water supply is obtained from a source other than a city water system, it must be approved by the Department of Health.

7. LICENSING FEE: None specified.

8. CHILD HEALTH: There shall be daily inspection of each child before the child enters the group. If there are indications of illness, cold symptoms, or skin diseases, the child shall not be accepted for care.

   Any child showing signs of illness must be isolated in an adequately heated, lighted and ventilated isolation room until arrangements can be made for his care.

   The individual in charge must have current information as to where and how the parent or guardian may be reached in the event of illness or accident requiring immediate attention. There shall be provision for medical attention in the event of emergency. The operator shall also have the name and address of the physician to be called in an emergency. Materials shall be in the center for rendering emergency first aid.

9. OTHER:

   a. Records and Reports:

      1. A permanent record shall be kept for each child to identify him, to enable the operator to communicate with the parents either in their home or at their place of employment, and, in an emergency, with the physician designated by them.

      2. The record shall include the child's full name; month, day and year of birth; full names and address of parents, guardian, or agency which placed him; the date accepted for care; and the date the child left the center.

      3. These records shall be complete and current at all times and shall be made available at any time for inspection by a representative of the Department.

      4. The licensee shall provide the Department at the end of each six months, on a register supplied by the Department, a complete record of all children given care during the period covered by the report.

   b. Program:

      1. There shall be a schedule of daily activities so planned that there is reasonable regularity, with a similar

sequence of events from day to day, such as regular daily provision for play, eating, sleeping, and toileting.

2. There shall be directed group activities and also opportunity for spontaneous free activity so that the child can play alone or with other children.

3. There shall be ample outdoor activity, the amount depending on weather conditions.

4. Activities shall be planned to be of value to the child in his growth and development. There shall be provision for adequate daily rest from one to two hours (if the time spent in the group is longer than three hours) suited to the age and particular needs of the child.

c. Educational Equipment: Equipment shall be safe and accessible to the children and shall allow for activities appropriate to the stage of development of the children.

d. Outdoor Play Equipment: See c. above.

e. Other equipment: For daily rests "sanitary equipment" is required and "proper clothing and covering." Individual towels and toilet articles shall be provided and provision made for keeping them separate.

f. Discipline:

1. Discipline shall meet the needs of each child and shall be humane.

2. Authority to punish shall not be delegated to older children.

3. No child shall be placed alone in a room, put to bed for punishment or deprived of meals as punishment.

4. No child shall be subject to cruel, severe, unusual or unnecessary punishment inflicted upon the body or to verbal abuse, threats, or derogatory remarks about the child or his family.

g. Nutrition

1. The diet shall be well balanced and adequate to meet the nutritional needs of children and shall be served at

regular hours. (This shall include a substantial hot noon meal and midmorning and midafternoon snacks.)

2. There shall be proper equipment for preparation, storage, and serving of food in accordance with the standards of the Department of Health.

3. If the milk used is from the operator's cows, there must be continued assurance that the milk is handled in a sanitary way and that the cows are free from tuberculosis and Bangs disease. If milk is purchased, it shall be pasteurized or shall come from a licensed raw milk dairy.

4. The staff must be sufficient to take care of housekeeping and maintenance, so that meals are properly prepared and served, equipment is kept in good condition, and the plant is maintained in safe and sanitary condition.

h. Insurance: Not specified.

i. Transportation: Not specified.

j. Telephone: Not specified.

k. Income and Resources: The operator shall have sufficient reserve funds and resources to maintain the center and the services offered during periods of slackened income as a result of lower attendance or inability to collect all payments for care.

ILLINOIS
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Children and Family Services.

   b. Statute: The Child Care Act of 1969, effective January 1, 1970.

   c. Publication (Regulations): "Standards for Licensed Day Care Centers and Night-Time Centers" (1970) Based on Children and Family Services Regulation 5.13, "Minimum Standards for Licensed Day Care Centers and Night-Time Centers."

2. DEFINITION:

   The Child Care Act, under Sec. 2.09, defines "Day Care Center" to mean "any child care facility receiving more than 8 children for daytime care during all or part of a day." The term "Day Care Center" includes facilities commonly called "Child Care Centers", Day Nurseries", "Nursery Schools", "Kindergartens","Play Groups" and "Centers or Workships for mentally or physically handicapped" with or without stated educational purposes. The term does not include (a) kindergartens or nursery schools or other daytime programs operated by public or private elementary school systems or secondary level school units or institutions of higher learning; (b) facilities operated in connection with a shopping center or service, or other similar facility, where transient children are cared for temporarily while parents or custodians of the children are occupied on the premises, or are in the immediate vicinity and readily available; (c) any type of Day Care Center that is conducted on Federal government premises; or (d) special activities programs, including athletics, crafts instruction and similar activities conducted on an organizaed and periodic basis by civic, charitable and governmental organizations.

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: Infants - 6 and older
      Number of children: More than 8

b. Group Size Limits:

Infants under 2 years	6
2 year olds	8
3 year olds	20
4 year olds	20
5 year olds	25
3 to 6 year olds (mixed)	20
2 to 6 year olds (mixed)	15

c. Child/Staff Ratio:

Infants under 2	6:1	
2 year olds	8:1	
3 year olds	10:1	
4 year olds	20:2	(full day)
	20:1	(half day)
5 year olds	*25:2	(full day)
	25:1	(half day)
3 - 6 year olds (mixed)	10:1	
2 - 6 year olds (mixed)	15:2	

*new regulation

4. STAFF QUALIFICATIONS:

a. Director:

1. Age: At least 21 years

2. Education/Training: Two years college credits or high school diploma plus three years experience.

3. Physical: Good physical and mental health shall be verified by a physician prior to a person's initial employment and every two years thereafter.

4. Character: Personal qualities which the staff shall have includes flexibility, patience, emotional stability, and moral integrity.

b. Teachers: (Assistants to Child Care Worker)

1. Age: At least 18 years

2. Education/Training: High school diploma or completion of course in child care.

Physical: See 4.a.3 above.

4. Character: See 4.a.4. above

c. Assistants: (Student helpers)

1. Age: At least 14 years and at least five years older than oldest child.

2. Education/Training: Not specified but student helpers shall be under direct supervision.

3. Physical: 4.a.3. above

4. Character: 4.a.4. above

5. PHYSICAL FACILITY:

a. Use Restrictions: A center located in a private family residence shall not be approved if the home is primarily a rooming or boarding house, unless the center is established in facilities completely separated from rooming or boarding areas.

If the center is located in other than a private family residence, the building or portion of the building to which children from the center have access shall be used only for a program of child care during the hours that the center is in operation. This shall not be construed to mean that the space used for the program cannot be shared by other groups or persons when the children enrolled are not present.

b. Physical Structure:

1. General: "It is recommended that space for administrative use be separate from program areas. It is also recommended that sound-proof materials be used for ceilings when this will reduce noises that are distracting to the on-going program. Also, there should be many windows so that the children may have further opportunities to look at, and enjoy the outside world. Windows should be at a maximum of two feet above the floor or special safeguards provided."

2. Usable Floor Levels: Not specified as required but ground floor recommended.

3. Indoor Space: There shall be a minimum of thirty-five square feet of activity area per child in centers for normal children two years of age and over; forty-five square feet per child in centers for ambulatory handicapped children over two years of age; and twenty-five square feet of space per child in units for children under two years of age.

   This space is exclusive of exit passages and fire escapes, which must be clear, storage areas, bathroom, kitchen and space required for equipment that is not used in direct activities with children.

4. Outdoor Space: There shall be a minimum of seventy-five square feet of safe outdoor play area per child for the total number of children using the area at any one time. The area used for outdoor play shall not be larger than can be safely and properly supervised.

5. Lighting Requirements: Areas where children read, paint, or participate in other activities requiring close eyework, shall be provided with a minimum of fifty foot candles, the amount of light needed at working levels. Other areas may be provided with foot candles of varying intensity, depending on the usage. The light intensity shall be meter checked if necessary. Light bulbs shall be protected from hazard of breakage by installation of covers or shields.

6. Toilet-Washbasin/Child Ratio:

Number of Children	Toilets/Washbasins
1 - 10	1
11 - 25	2
26 - 50	3
51 - 75	4
76 - 100	5
101 - 125	6
126 - 150	7
151 - 175	8

7. Special Features: In the sleeping area provisions shall be made for shading the windows. There shall be a space of at least two feet between cots.

6. CODE REQUIREMENTS:

a. General: The building housing a center shall be approved by the proper health and fire authorities and comply with state and local Public Health Safety Codes. Centers serving ten or fewer children, in family residential facilities, shall have an initial inspection and clearance through the local fire department, services of a reliable insurance underwriter, or the State fire marshal. Routine, annual inspection for such premises may be waived unless there are obvious or questionable hazards or other conditions necessitating periodic inspections, or are specifically required under municipal ordinance.

b. Building: The center must meet the provisions of the Life Safety Code. If a center has sole occupancy, inspections and clearances shall be obtained either through the building's management or through regular channels.

c. Fire: Variations in state and local jurisdictions and availability of services prevent the use of uniform procedures in obtaining fire and sanitary inspections and clearances for facilities operating in various sections of the State.

Annual, routine inspections shall not be required for facilities housing ten or fewer persons unless there are obvious or questionable hazards or are specially required under local ordinances. When inspections are indicated, requests shall be made of the local fire and health officials, when they are in a position and willing to provide services; otherwise requests shall be directed to the appropriate State office.

d. Safety: See 6.b. above

e. Sanitation: See 6.c. above

7. LICENSING FEE: None

8. CHILD HEALTH: Each child, unless exempt for reasons prescribed, shall be given a thorough examination and prescribed immunizations - smallpox, measles, whooping cough, diphtheria, tetanus and poliomyelities - by a licensed physician, not more than four months prior to admission and at least once every two years thereafter, except as otherwise provided for school age children.

A daily, preadmission inspection shall be made of each child. Any child in attendance who becomes ill, or who is suspected of illness, shall be isolated from the group until he is removed from the center, which shall be done as soon as possible.

9. OTHER

a. Records: A center shall maintain records prescribed by the Department, under provisions of the Child Care Act. Authorized representatives of the Department shall have access to all required reports and records, and any other data necessary to determine the caliber of a center's services and its eligibility for licensing, or needed to investigate special circumstances. The confidential nature of such records shall be respected.

1. Children's Records: Records on children shall be maintained and on file at the center.

An alphabetic card file or register shall be maintained on each child and shall include:

Name, date and place of birth, and sex.
Date of admission and scheduled hours of care.
Names of parents, home and business addresses, and telephone numbers.
Marital status of parents.
Name of legal guardian, if other than parents, with address, and telephone.
Names and addresses and telephone numbers of persons to whom the child is to be released, and those to be notified in case of emergency.

Name, address, and telephone number of family physician, or, if applicable, certified christian science practioner.
Significant social and health information obtained at time of admission and subsequently.

A report of the required medical examination and immunizations for each child shall be on file or, where immunizations are waived on constitutional grounds, a written statement requesting waiver, signed by the parent or guardian, shall be on file.

An accurate attendance record of each child enrolled shall be maintained by the center. The hours of arrival and departure shall be recorded if the child does not attend during the regular scheduled hours the center is in session.

The total attendance record of all children shall be maintained. In a Day Care Center, this record shall be maintained by individual groups.

Written agreements and consents shall be on file.

Written application for admission of each child on file.

2. Personnel Records: Personnel records shall be maintained on each employee of the center and on each volunteer responsible for the direct care or supervision of children.

3. Business Records: Financial and other business records, essential to the operation, shall be maintained.

b. Reports: Each center shall submit to the Department reports as it may require, including statistical data or other service reports, special reports on individual children, personnel, and financial reports.

1. Report on Children: The center shall maintain and submit accurate statistics on the children admitted for service.

a. Monthly reports on the number of children under care; the number admitted; and the number discharged shall be made.

This report shall reflect daily attendance and general information about the center, including when the center is in operation; the licensed capacity; and, the number of sessions during the day.

b. A special census of children under care shall be provided upon request of the Department.

c. The center shall report any serious occurrences involving children, such as an accident or injury requiring extensive medical care and/or hospitalization; or death; or abuse; major fire or other emergency situations; or any incident which results in legal action by or against the center which affects any child or children, or personnel.

2. Reports on Staff: Reports on staff, including owner-operators, directors, and others, shall be filed. Such reports shall be submitted to volunteers who work with the children.

c. Program: The day care center shall provide a basic program of well-balanced and constructive activities geared to the age needs and developmental levels of the children served. The activities shall be conducted in such manner that the children are protected from over-stimulation, fatigue and other stresses harmful to their physical and emotional well-being.

The daily program of a day care center shall provide opportunities for learning and self-expression and participation in a variety of creative activities, such as art, music, literature, dramatic play, and science.

The activities provided by a center shall be conducted in a setting designed and arranged for safety and good supervision of the children.

d. Educational Equipment: Sufficient to provide for quiet and active play and shall include:

1. Building materials (blocks and boards)
2. Transportation and wheel toys
3. Dramatic play materials
4. Manipulative play materials (puzzles, peg boards, etc.)
5. Creative materials (easels, finger paints, clay, etc.)
6. Literature.
7. Music (records, rhythm instruments)

e. Outdoor Play Equipment: Basic equipment shall include activity play items such as climbing apparatus, wheel toys, water-play, balls; age levels, ability and safety shall be considered; placement of equipment shall be considered in relation to safety and supports for climbing and large equipment shall be securely fastened.

f. Other Equipment: Equipment shall be well-constructed and safe, generally scaled to the size of the children and selected according to their ages and developmental levels.

Shelf space, accessible to the children, shall be provided for storage of toys and supplies.

Individual lockers and separate hooks and shelves for clothing, placed at levels which children can reach with ease, shall be provided.

Storage space shall be provided for cots, bedding, outdoor play equipment and surplus equipment.

A first aid kit, appropriately equipped, shall be on the premises.

g. Discipline: Discipline, child care, and child guidance shall be handled with kindness and understanding within a program so planned as to minimize the need for punishment or severe discipline. No child shall be:

1. Subjected to cruel, harsh, humiliating, petty, severe, or provacative treatment, or corporal punishment inflicted in any manner upon the body.

2. Subjected to verbal abuse, threats, or derogatory remarks about him or his family.
3. Deprived of meals or any part of meals as punishment.

h. Nutrition: Children in attendance for more than two, but less than five hours shall be served a mid-session snack consisting of one-third to one-half cup of fruit juice, or one-third to one-half cup of whole milk, or one serving of fruit with high citric content.

Children in attendance five to ten hours shall be served at least one-third of their daily food requirements which shall include a well-balanced, nutritive hot meal. Occasional picnic-type meals may be substituted for a main hot meal. Mid-morning and mid-afternoon snacks consisting of fruit, fruit juice, or milk as prescribed above, shall be included.

Children in attendance for over ten hours shall be served food to provide at least two-thirds of the daily food requiremtns. Two meals and the supplemental snacks will meet this requirement. One of the meals may be breakfast or supper, depending on the time the child arrives or departs.

Main meals, and morning and afternoon snacks shall be planned to meet the needs of each child and shall be in acordance with "Menu Guides," based on the "Recommended Daily Dietary Allowances," prescribed by the Food and Nutrition Board of the National Research Council.

All foods shall be suitable for children and shall be prepared by methods designed to conserve nutritive value, flavor, and appearance.

Drinking water shall be readily accessible and served to children, during the time they are on the premises.

i. Insurance: None specified with the exception of vehicle insurance.

j. Transportation: A center, providing direct transportation services, shall see that standards for drivers and upkeep of the vehicles used in transporting children are maintained, and that there is conformance to state laws pertaining to regulations, drivers, vehicles, and insurance.

An attendant shall be assigned to assist with children, while being transported, when the size of the group and/or handicapped children require this for their safety. The driver shall see that:

Good order should be maintained in the vehicle for safety of the children in transit.
Each child should board or leave the vehicle from the curb side of the street, and/or should be safely conducted across the street.
The vehicle shall not be over-crowded.

The vehicle shall be maintained in excellent condition at all times. It shall be thoroughly inspected, at least every six months, for mechanical flaws which shall be corrected immediately.

k. Telephone: A telephone shall be provided on the premises for use in emergency and other necessary communications.

10. SPECIAL PROVISIONS:

a. Infants: A center receiving children under two years of age shall comply with general standards, prescribed for care of all children, when not inconsistent with the special requirements prescribed.

Units separate from the older children shall be provided for those children under two; there shall be a maximum of six infants in one unit.

A weekly visit from a registered nurse is required to supervise the general care of children under two, and to instruct the staff in proper techniques required for their health and general welfare.

Play areas, exclusive of sleeping quarters, shall be provided where children are allowed to sit, crawl, toddle, or walk, and play in comfort and safety. Such areas shall allow a minimum of twenty-five square feet per child over five months of age.

Sleeping areas shall allow thirty square feet of space per child, with at least two feet between beds or cribs. Individual beds or cribs shall be provided with good, firm mattresses, protected with waterproof materials, and shall be kept in clean condition at all times.

Children shall be removed from cribs and held or placed in a chair for all feedings, and removed from the cribs at other intervals for individual cuddling. They shall be permitted to crawl or toddle as age and development permit.

Children shall be taken outdoors for a part of each day that weather permits.

Toilet training shall be undertaken by persons who are skilled in employing techniques appropriate to a child's age or stage of development. Such training shall be consistent with the parents' handling.

It is recommended that children, under two years of age, receive primary care by the same adult while at the center.

b. Handicapped: These special requirements pertain to centers which provide services to groups of severely handicapped children, whose circumstances warrant special facilities. While they deal specifically with groups of mentally retarded children, they shall apply to other groups of handicapped children.

A center serving groups of handicapped children also shall comply with general standards, prescribed for care of all children, when not inconsistent with these special requirements.

1. A new director or child care worker, in addition to qualifications required of persons in similar positions in centers for normal children, shall have at least one year of experience in a facility serving handicapped persons, or one year of formal specialized training in working with handicapped persons.

2. The center shall obtain from parents information about a child's developmental history which would be pertinent and helpful in prescribing a program for him. This may require supplemental information from medical or clinical sources.

3. The content of a program for handicapped children shall be based on a realistic appraisal of their individual developmental level, rate of growth, and potential. The program shall be structured and so directed that children are trained and taught according to their potential for development. Materials shall be selected with discernment, and children shall be taught how to use them rather than just being exposed to them.

The program shall provide opportunities, in a setting and at a tempo, which encourage:

Personal independence in all areas of self-care.
Constructive use of materials for work and play.
Verbal and other forms of communication.
Good social relationships with others.
Ability to follow directions.
Ability to establish behavior controls.
Feelings of self-worth.
Achievement and enjoyment of simple skills that could promote economic and family usefulness.

Grouping of mentally retarded children requires consideration of the mental age, chronological age, physical size, and level at which each individual is functioning.

A psychological evaluation, by a professionally qualified psychologist, shall be obtained:

1. To compensate for the differences among mentally retarded children, the center shall provide:

    a. A minimum of forty-five square feet of activity area per each fully ambulatory child.

    b. One toilet and one lavatory for every ten children.

INDIANA
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Public Welfare.

   b. Statute: Indiana Licensing Law of 1945, Chapter 185.

   c. "Regulation": Minimum Requirements and Recommended Standards for Day Care Centers, 1964.

2. DEFINITION: A day nursery is defined as any institution operated for the purpose of providing care and maintenance to children separated from their parents or guardian or person in loco parentis during a part of the day for two or more consecutive weeks excepting a school or other bona fide educational institution. Excluded from the definition are nursery schools and kindergartens.

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: 3 years - 6 years and older
      Number of Children: Not specified.

   b. Group Size Limits: Not specified.

   c. Child/Staff Ratio:
      3 year olds - 10:1
      4 year olds - 12:1
      5 year olds - 15:1
      6 years or older - 20:1

4. STAFF REQUIREMENTS:

   a. Director:

      1. Age: A person in charge of a day nursery at any time shall be at least 21 years of age.

      2. Education/Training: In day nurseries licensed for more than thirty children, the director shall have completed four years of training in an accredited college or university, including courses in early childhood education or related fields; or shall have had work experience or a combination of education and experience that provides preparation equivalent to the college trained.

         In day nurseries licensed for 30 children or less, the director shall have completed at least two years of training in an accredited college or university, including courses in early childhood education or related fields; or shall have had work experience that provides preparation equivalent to the college training.

3. Physical: Each member of the staff shall be a competent and reliable person of good moral character and reputation, who is mentally, physically, and emotionally able to assume assigned responsibilities for group care of children on the operation and maintenance of the day nursery.

4. Character: See 4.a.3.

b. Teachers:

1. Age: Not specified.

2. Education/Experience:

Head Teacher: In day nurseries licensed for more than 30 children, the head teacher or other person responsible for planning and supervising the activities of the children and promoting the development of teaching staff shall have completed at least two years of training in an accredited college or university, including courses in early childhood education or related fields; or shall have had work experience that provides preparation equivalent to the college training.

Teacher: Teachers shall have a minimum of a high school education, except that a person who has been employed for one year or longer as a teacher prior to the effective date of this rule is exempt from the educational requirement.

3. Physical: See 4.a.3.

4. Character: See 4.a.3.

c. Assistant:

1. Age: Not specified.

2. Education/Training: Not specified.

3. Physical: See 4.a.3.

4. Character: See 4.a.3.

5. PHYSICAL FACILITY:

a. Use Restrictions: No day nursery shall be located in a

rooming, boarding, or nursing home.
No day nursery shall be located in a private family residence unless that portion of the residence to which children have access is separate from the usual living quarters of the family.

b. Physical Structure:

1. General: The day nursery shall be designed for the protection and the well-being of children and staff.

   No day nursery shall be located where any conditions exist that would be injurious to the physical or moral welfare of the children.

2. Usable Floor Levels: No day nursery shall house, care for, or maintain children on a floor other than grade level, except that in a building in which construction is of Type I, II, or III as defined by the Administrative Building Council; children may be cared for on the second floor provided that special requirements of the State Fire Marshal are complied with. Split level structures may be approved provided that there are at least two exits which open directly upon a terrace or grade level. This regulation shall not apply to day nurseries holding a current license issued under the provisions of Sec. 6, Chapter 185, Acts of 1945 for second floor occupancy or below grade level occupancy on the effective date of this regulation.

3. Indoor Space: The day nursery shall provide at least 35 square feet of indoor play space for each child for whom the day nursery is licensed. Such indoor play space shall be exclusive of kitchen, toilet rooms, isolation quarters, office, staff rooms, hallways and stairways, storage areas, lockers, laundry, furnace room, and floor space occupied by permanent built-in cabinets.

   Separate play rooms or separated areas in play rooms shall be provided for the various types of activities required by the day nursery program and for the separation of children as supervised according to age and maturity. Separate play space shall be provided for children of school age.

4. Outdoor Space: The day nursery shall provide an outdoor play area, directly accessible from indoor facilities, of at least 50 square feet for each child for whom the day nursery is licensed.

The play area shall be safely enclosed or otherwise adequately protected.

The play area shall be free from hazards which might be dangerous to the life or health of the children. It shall be well drained and kept free from broken glass and other debris, and inflammable material.

The play area shall be designed so that all parts are visible and easily supervised.

A shaded area shall be provided by means of trees or other cover.

5. Lighting Requirements: All rooms used for eating, living, or sleeping purposes shall be provided with light and ventilation by means of windows with an area of not less than one-seventh of the total floor area of such room or rooms.

6. Toilets-Washbasins/Child-Ratio: One toilet and one washbasin shall be provided for each 10 children. The same toilet facility shall not be used by school-age children of the opposite sex, and toilets for school-age children shall be separated by partitions. Toilet facilities shall be furnished for staff and other adults separate from those furnished for children.

7. Special Features: Walls and ceilings shall be of washable materials in light color. Floors and steps shall be smooth and of washable non-slippery materials. Small rugs shall not be used by the nursery.

6. CODE REQUIREMENTS:

a. General: Not specified.

b. Building: See 5.a. and 5.b. above.

c. Fire:

1. All fire extinguishers shall be approved by the State Fire Marshal. The extinguishers shall be plainly visible and easily accessible at all times. The top of any extinguisher shall not be higher than five feet above the floor level.

2. All hallways in the building shall be adequately and suitably lighted at all times and kept free of obstacles when children are present.

3. All stairways in the building which are used by children shall be provided with handrails within reach of the children and maintained free of all obstructions. An arrangement of treads known as winders, which is defined as a circular staircase, and utilized as a required means of egress is prohibited.

4. All wiring in the building shall comply with the provisions of the National Electrical Code and shall be approved by the State Fire Marshal.

5. All gas equipment and appliances in the building occupied by the day nursery shall comply with the standards of the American Gas Association Code, which is adopted as a part of this regulation by reference thereto. The rules and regulations on liquefied petroleum gas of the State Fire Marshal shall be fully complied with.

6. All flammable liquids shall be kept in tight or sealed containers when not in use, and shall be stored on the premises only in such quantities and in such rooms as are approved by the State Fire Marshal.

7. The installation of fire escapes shall be determined and approved by the State Fire Marshal.

8. The installation of exit lighting and signs shall be determined and approved by the State Fire Marshal.

9. The day nursery shall be kept free from fire hazards, and combustible materials such as paper, rags and excelsior shall not be permitted to accumulate upon the premises.

d. Safety:

1. Poisons and drugs or other harmful chemicals shall be kept under lock and key, and in a place inaccessible to children. Hazardous articles, materials, and equipment shall be kept in a place inaccessible to children. First-aid supplies and medications shall be kept in a place inaccessible to children, but easily accessible to adults.

2. Radiators, registers, steam and hot water pipes and electrical outlets shall have protective covering or insulation for the protection of children.

3. Open grate gas heaters, open fireplaces, electric heaters, or other portable heaters, shall not be used by the day

nursery to heat space used by children. If combustion space heaters are used they shall be installed with permanent connections and protectors and vented to the outside.

4. All windows and outside doors that are hazardous to children shall be equipped with screens or guards, which shall be attached in such a way that they may either be removed from the outside, or broken into from the outside in case of fire.

5. Stairways used by children shall be equipped with guards at the top of the stairway.

6. All power equipment used by the day nursery shall be protected by adequate safety devices.

e. Sanitation:

Maintenance and Housekeeping

1. The premises of the day nursery shall at all times be maintained in a clean, neat and sanitary condition and in a good state of repair.

2. Rooms shall not be swept or dusted while occupied by children.

3. All garbage and trash shall be kept in tight, easily cleanable receptacles which are covered with close-fitting lids while pending removal, and shall be removed from the premises as frequently as may be necessary.

Plumbing

1. New plumbing equipment shall meet the requirements of the State Board of Health and the Administrative Building Council.

2. An adequate water supply of a safe, sanitary quality shall be obtained from a water source or system approved by the State Board of Health.

3. Drinking fountains shall be of the sanitary type with guarded angular stream drinking fountain head and shall be so constructed and located as to be accessible for use by the children at all times. If drinking fountains are not available, individual single service cups shall be provided in a sanitary dispenser, and used only once.

4. All plumbing fixtures shall discharge to a public sanitary or combined sewer whenever this type of public sewer is available. Any private sewage treatment system shall meet the requirements of the State Board of Health.

5. If a gas water heater is used on the premises, the same shall be vented to the outside.

7. LICENSING FEE: None required.

8. CHILD HEALTH:

a. Required is a written statement by a physician that, in his opinion, there is no health condition that would be hazardous either to the child or other children in the day nursery as a result of participation in the program of activities.

b. A daily inspection of each child for signs of illness shall be made on arrival before he associates with other children.

c. Children who are obviously sick on arrival and those who become ill during the day shall be isolated from the group immediately and kept in isolation and under direct supervision and continuous observation of a staff member on volunteer until they can be taken home or suitably cared for elsewhere.

d. A certification that the child is currently immunized in accordance with an immunization program approved by the State Board of Health. Such program shall include but not be limited to immunization against smallpox, diphtheria, whooping cough, poliomyelitis, and tetanus. An exception may be made, however, when the physician considers immunization to be hazardous to the child.

9. OTHER:

a. Records Required: The day nursery shall keep an adequate social and progress record, together with identifying or responsibility data and information, on each child in care. Identifying or responsibility data and information shall include:

1. Name and birthdate of child.
2. Names, addresses and home telephone numbers of parents.
3. Places of employment of the parents, if employed, and the employer's addresses and telephone numbers.

4. Name, address and telephone number of a physician to call in emergencies.
5. Written authorization from parents for emergency medical care.
6. Name of person designated to call for child.
7. Marital status of parents.
8. Legal status of child, if legal custody has been removed from one or both parents.
9. Financial information on which the fee is based.
10. Copy of any financial agreement with parents.
11. Dates of admission and discharge.
12. Name and address of person to whom discharged.
13. Time of daily admission and discharge.
14. Daily attendance record.
15. Health record.
16. Any other specific information required by the State Department.

The day nursery shall maintain a current health record on each child enrolled in the day nursery. Such record shall include:

1. Pre-admission, annual and other health examination information and recommendations as furnished by the physician, including health history of child before and during care in the day nursery.
2. Physician's statement of health and immunization.
3. Parent's statement of non-exposure of child to communicable disease.
4. Physician's written instructions with regard to any special dietary or other special health care required for the child.
5. Record of medication and treatment given in the day nursery.
6. Physician's statements for re-admission after absence because of illness or injury.
7. Observations of staff regarding child's health and notions of absences due to illness.

b. Program:

1. The day nursery shall carry out a planned written program suitable to the needs of the children.
2. The program shall be designed with intervals of stimulation and relaxation, and a balance between periods of active play and quiet play or rest.
3. The program shall include outdoor play every day, except when the severity of the weather makes a health hazard or when there is an individual reason for a child to remain indoors.

c. Educational Equipment: Each day nursery shall have some play materials and equipment from each of the categories listed below:

Art Supplies
Blocks and Accessories
Books
Housekeeping Area
Large Muscle Equipment
Manipulative Toys
Musical Instruments
Science Materials, Pets

Separate play facilities shall be provided for school-age children as determined by the day nursery in consultation with the State Department.

Equipment, materials, and furnishings of the day nursery shall be of sturdy, safe construction, easy to clean, and free from hazards which might be dangerous to the life or health of the children, whether for indoor or outdoor use. They shall be kept clean and in good, safe condition, free of sharp points or corners, splinters, protruding nails, loose rusty parts, or paint which contains lead or other poisonous materials.

d. Outdoor Play Equipment: See 9.c. above.

e. Other Equipment: A firm and sanitary cot shall be provided for each pre-school child, with clean, individually marked bed covering sufficient to maintain comfort. Cots shall be spaced at least two feet apart on all sides except where they touch the wall. Aisles between cots are to be kept clear of all obstructions while cots are occupied. When the room provided for rest is used for play, the cots shall be stored in a dry place when not in use.

An adequate number of tables and chairs shall be provided, of appropriate height and size for children's comfort and reach.

f. Discipline: The director shall not use, nor permit an employee to use, corporal or other harsh punishment or any humiliating or frightening method of discipline to control the actions of any child or group of children. Punishment shall not be associated with food, rest or toilet training.

g. Nutrition:

1. Food provided by the day nursery shall be of sufficient quantity and nutritious quality to provide for the dietary needs of each child, after taking into consideration meals served to the child away from the day nursery.

2. The day nursery shall prepare menus one week in advance. Such menus shall be dated, posted, and kept on file for one year.

3. All foods shall be suitable for young children and shall be prepared by methods that conserve nutritive value, flavor and appearance.

4. Meals shall be served at times which meet the children's needs and spaced so that there are no unduly long periods without food. Staff members shall eat with the children.

h. Insurance: The day nursery shall carry sufficient forms and amounts of insurance to give reasonable protection to assets and to insure the liability rules involved in the provision of service. Such insurance shall include but not be limited to public liability and workman's compensation insurance, and automobile liability and property damage insurance when the day nursery uses an automobile, whether it is owned by the day nursery, an employee or volunteer.

i. Transportation:

1. Day nurseries shall encourage parents to transport their children to and from the day nursery.

2. If a day nursery provides transportation, it shall assume responsibility for a child between the place where he is called for and the day nursery, and from the time he leaves the day nursery until he is delivered to his parent or to a responsible person designated by his parents. No child shall be permitted to remain in any vehicle unattended.

3. Any vehicle operated by a day nursery shall be licensed in accordance with the laws of the State of Indiana, and the operator thereof shall not be less than 21 years of age and must hold a proper license to drive such vehicle.

   Vehicles operated by a day nursery for the transportation of children shall be maintained in safe operating condition and clean and free of obstructions on the floors and seats of the vehicle.

Children shall not be loaded or unloaded except from the curbside of the vehicle and at the curb.

4. Only that number of children and adults for whom there is comfortable seating space shall be transported by the day nursery in one vehicle. No child shall be permitted to stand in the vehicle when being transported. No more than three persons including the driver shall be permitted to occupy the front seat of the vehicle.

5. Any vehicle used for the transportation of children shall be provided with safety door locks and the doors of such vehicle shall be opened and closed by the operator of the vehicle and kept locked at all times while vehicle is moving.

j. Telephone: Not specified.

10. SPECIAL PROVISIONS: Day nurseries providing care for mentally or physically handicapped children or emotionally disturbed children, shall avail themselves of appropriate professional consultation in order to meet the individual needs of such children, and shall report such cases to the State Department.

IOWA
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Social Services

   b. Statute: Chapter 237, 1954 Code of Iowa.

   c. Regulations: "Iowa Departmental Rules - Child Welfare Services - Standards for Foster Care Program and Facilities".

2. DEFINITION: The term "Nursery" shall mean and include the facilities of any home, institution or organization, whether known as a day care center, day nursery, co-operative day nursery, co-operative day nursery, school or nursery school, which for profit or non-profit, receives for temporary care, during part or all of the day, six or more children, over two years of age. Excluded from this definition are summer camps and bowling alley nurseries.

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: Over 2 years
      Number of children: 6 or more

   b. Group Size Limits: Not specified.

   c. Child/Staff Ratio: 2 year olds - 6:1
      3 year olds -12:1
      4 year olds -15:1
      5 year olds -18:1
      6 years and over - 25:1

      In addition to all basic staff, one staff member shall be available as needed to give assistance to any group.

      Separate maintenance staff shall be provided except when the direct child-care and teaching staff is in excess of the ratio given above.

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: "No administrative, professional or child-care staff member shall be younger than 16 years or older than 70 years of age".

2. Education/Training: If licensed as a"school" a nursery shall have at least one teacher who is a high school graduate and has appropriate teaching experience and college credits. The nursery shall have at least one staff member with training and knowledge of child development and nursery management.

3. Physical: Every staff member shall be in good physical condition and the same shall be evidenced by a report from a medical examiner, prior to employment, and thereafter at least every third year. A staff member,who develops any symptoms of a communicable disease, at any time, shall be required to have a medical examination.

4. Character: The nursery operator or executive shall be a competent person, mentally and emotionally stable, who has the ability to work with children as adjudged from past experience and training.

b. Teachers:

1. Age: See 4.a.1.above.

2. Education/Training: A nursery licensed as a "school" shall have at least one teacher who is a high school graduate and has credits from an accredited college or university in the subjects listed below:

   4 quarter credits or 3 semester hours in "Approved supervised teaching in pre-school groups" (not less than 120 hours), and

   6 quarter credits or 4 semester hours in "Family Relations and Community Life", and

   9 quarter credits or 6 semester hours in "Child Development, including child psychology, physical growth, and personality development, from birth to twelve years," and

   9 quarter credits or 6 semester hours in "Nursery school curriculum and procedure (including literature, music, art and science for chilren two to five years), selection of equipment and materials".

(One year's teaching experience under the supervision of a teacher who has these qualifications may be substituted for 6 quarter credits or 4 semester hours of the requirement given under "D".)

3. Physical: See 4.a.3. above.

4. Character: The nursery's child-care staff and teachers shall have a knowledge of child development and behavior; have the ability to give the children a feeling of security and comfort; and under the supervision of the executive or operator be responsible for guidance and direct child-care.

5. PHYSICAL FACILITY:

a. Use Restrictions: No nursery shall be operated in a setting or building where the care of the aged, infirm or incapacitated is given on a planned or licensed basis.

b. Physical Structure:

1. General:

No nursery shall be operated where any condition exists which would be injurious to the moral or physical welfare of a child or children.

The premises of the nursery shall be in a sanitary condition acceptable to the State Department of Health.

2. Usable Floor Levels: Not specified apart from a "nursery using second story facilities shall provide the building with an approved fire escape".

3. Indoor Space: "Sufficient room available for the various types of activities and for the care of children by age groups".

4. Outdoor Space: No area specifications but "premises used for outdoor play by the nursery shall be maintained in good condition throughout the year; shall be kept free from litter, rubbish and inflammable material at all times and shall be fenced off when the nursery grounds are located on a busy thoroughfare".

5. Lighting Requirements: Not specified.

6. Toilets-Washbasins/Child-Ratio: Not specified.

7. Special Features: In any large nursery program the administrative offices shall be kept separate from the areas used by the children.

6. CODE REQUIREMENTS:

a. General: Not specified.

b. Building: Any new building or remodeling plan for a nursery shall be approved, prior to construction, by the State Department of Social Welfare.

c. Fire: A nursery using second story facilities shall provide the building with an approved fire escape. The nursery shall provide fire extinguishers within the building at places recommended by the fire department and the nursery premises shall be kept free from fire hazards and accumulations of combustible materials.

The building shall be inspected by the local fire department or State Fire Marshal.

d. Safety: See 5.b.1. above.

e. Sanitation: The premises of the nursery shall be in a sanitary condition acceptable to the State Department of Health.

Individual toilet articles including towels (paper or cloth) and facilities for keeping them shall be provided in the nursery. Sanitary dispensing and disposal units for paper cups and towels shall be provided in the nursery.

7. LICENSING FEE: Not specified.

8. CHILD HEALTH:

a. The nursery shall have a room which can be used for isolation for any child having or suspected of having a communicable disease.

b. The nursery shall establish definite medical policies with respect to admission and readmission with provision for the following:

1. The nursery shall require each child to have a preadmission physical examination and immunizations for smallpox, diptheria, whooping cough, tetanus and any other immunization the local or state health authority deems necessary. A child without immunizations shall be admitted only when such procedures are started immediately, unless religious convictions of parents prevent it.

2. Booster shots are required as set forth in the manual of "Approved Procedures and Techniques" of the State Department of Health.

3. The nursery shall have the parents' written consent for emergency medical care for each child and shall administer no medicine to any child without a doctor's direct verbal or written authorization.

4. A daily health inspection shall be given each child upon his arrival at the nursery for the purpose of the early detection of signs of apparent illness, communicable disease of any unusual condition or significant behavior which may adversely affect the child or the group.

5. Any child, becoming acutely ill or injured while in care, shall be isolated from the group until other provision for care is made and he shall have immediate medical care.

9. OTHER:

a. Records and Reports:

1. The nursery shall keep records and reports on the children in care including:

A master file or index book containing identifying family information on all children given care.

A card file or index book for children under care.

A case folder for every family receiving day care service, containing identifying family information, pertinent information about each child in care and the health record of each child. These case records shall be kept in locked files at the nursery.

2. A good bookkeeping system including proper fiscal files, shall be maintained by the nursery.

3. The nursery shall make available to the State Department of Social Welfare all reports requested and at the time requested.

b. Program:

1. The program shall be appropriate to the defined purpose of the nursery and shall not be a duplication of the elementary public school curriculum.

2. A balance must be achieved between the stability of necessary routine and flexibility to provide creative experiences.

3. A nursery having both preschool and school age children shall develop and maintain separate programs for each classification.

4. The preschool program shall include daily: free, directed activity and vigorous and quiet play in and out of doors with opportunities for each child to develop free expression through work with raw materials and use of traditional materials.

c. Educational Equipment: Suited to children's needs, size and abilities for both indoor and outdoor activity. The total shall include materials and equipment to encourage muscular activity, social and dramatic play; intellectual growth and creative expression; and shall be of safe construction and materials and easily cleaned.

d. Outdoor Play Equipment: The nursery shall have permanent outdoor play equipment.

e. Other Equipment: The nursery shall have napping facilities for each preschool age child if time spent at the nursery is longer than three hours and shall provide a washable cot and bedding for each preschool child.

f. Discipline: "No frightening punishment."

g. Nutrition:

  1. Breakfast shall be available at the nursery to children who come in the morning without it and shall be a balanced meal providing at least one-fourth to one-third of the child's total daily nutritive requirements.

  2. Children remaining at the nursery for as long as five hours shall be served a full balanced meal providing at least one-third of the child's total daily nutritive requirements.

  3. The nursery shall allow at least one-half hour for eating a meal. Mealtime for the preschool age child shall not follow directly a period of extreme activity.

h. Insurance: Not specified.

i. Transportation: Not specified.

j. Telephone: Not specified.

KANSAS
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Health, with approval received from the State Dept. of Social Welfare before license can be issued.

   b. Statute: KSA 65-508; Effective January 1, 1966 Kansas State Board of Health regulations for group day care centers for children, Section 28-4-100. The foregoing regulations are authorized by G.S. 1961 Supp., 65-501, 65-503-65-510,65-512-56-515.

   c. Regulations: Regulation for Licensing Group Day Care Centers, Effective 1962, Reprinted 1968

2. DEFINITION:

   a. "Group Day Care Center" is defined as a day nursery providing care for five or more children over three years of age, for part or all of a day, away from the home of the parent or legal guardian; and includes full day group care, nursery schools, play groups, centers giving emphasis to special programming for children, kindergartens not accredited by the State Department of Public Instruction, and other establishments offering care to groups of children for part or all of the day. "No infants under the age of three years shall be received for care in any group day care center." Excluded are kindergartens accredited by the State Department of Education, babysitting in a child's own home, care provided where parent is on premises, and short term or irregular cooperative exchange of child care between parents.

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: 3-16
      Minimum-maximum number: 5 to 48.

   b. Group Size Limits: Not specified

   c. Child/Staff Ratio

Between 3 and 5	12:1
Between 5 and 7	16:1

4. STAFF QUALIFICATIONS:

a. All Staff (Director, Teachers, Assistants not specified)

1. Age: There shall be at least one person between 21 and 60 years of age with the group of children at all times.

2. Education/Training: No new center may be established for more than 16 children unless the operator of the center furnishes proof of graduation from an accredited college with a major in child development or preschool education, and at least 1 year of satisfactory experience under the supervision of a trained person. After a center operated by an untrained person has been in operation for at least one year and the operator has demonstrated her ability to supervise such a center, the joint licensing committee may consider a request for increased enrollment."

"Staff Members shall avail themselves of educational training opportunities prescribed by the state licensing agencies to increase their effectiveness in working with children."

3. Physical: A physician's certificate stating that they are free from physical and mental illness which might conflict with the children's interest and that a test which indicates freedom from active tuberculosis must be obtained and renewed every 3 years.

4. Character: All staff members directly responsible for children shall be qualified to give care to children by temperament, emotional maturity, sound judgment, education, experience, and an understanding of children.

5. PHYSICAL FACILITY:

a. Use Restrictions: Not specified

b. Physical Structure:

1. General: The building shall meet the legal requirements of the community as to zoning, sanitation, fire protection, water supply, and sewage disposal.

2. Usable Floor Levels: "Only ground or first floor space may be used, except a suitable basement with two acessible exits at opposite ends may be used for part-day sessions not exceeding three hours, and upper floors may be used when they have suitable safety precautions and are furnished with two exits in case of fire."

3. Indoor Space: "The indoor area for play of the group receiving care shall contain a minimum of 35 square feet of usable floor space per child, exclusive of passageways, lockers, bathrooms, and other space not primarily designated as play area."

4. Outdoor Space: "The outdoor play area shall contain at least 100 square feet of usable play space per child, and shall be free from such hazards as pools, wells, farm or lawn equipment, machinery, and harsh, abrasive materials such as chat and gravel. It shall be so placed that attendants can keep all children in view at all times. If any part of the playground is adjacent to a highway or other dangerous area, fencing shall be provided of such construction and extent that the children are protected. The outdoor play area shall provide both sunshine and shade. It shall be well sodded ground with a small surfaced area such as pavement or asphalt for riding wheeled vehicles. This area shall be constructed so that it will not present a tripping hazard. Hard-surfaced area shall not be used under fixed play equipment."

5. Lighting Requirements: "All quarters occupied by the children shall be adequately lighted. The combined natural and artificial lighting shall reach a minimum of 20 foot candles in all parts of the room.

   In full day care centers, windows shall be located so as to permit the children to see outdoors, low windows, which present a hazard to children, shall be effectively screened or guarded."

6. Toilets-Washbasin/Child Ratio: One toilet and one washbasin for each 12 children receiving care.

7. Special Features:

    a. An isolation room for children suspected of a communicable disease.
    b. Asphalt tile or similar covering is required over concrete slabs in contact with the ground.
    c. Walls should be finished in soft, light colors.
    d. The kitchen shall be separate from the playroom.
    e. Each child shall be provided with a place for his possissions.
    f. Sanitary drinking facilities shall be provided.

6. CODE REQUIREMENTS:

    a. General: The building shall meet the legal requirements of community as to zoning, sanitation, fire protection, water supply, and sewage disposal, where local regulations do not exist on these matters, accepted standards of the Kansas State Board of Health and the State Fire Marshal shall prevail.

    b. Building: The building shall be clean at all times, free from accumulated dirt and any evidence of vermin or rodent infestation.

    c. Fire: See 6.a. above.

    d. Safety:

        1. "Fireplaces, floor furnaces, open-faced heaters, and hot radiators shall be protected by screens or guards. Gas heaters shall be vented and installed with permanent connections and protectors."

        2. "Plumbing facilities shall be placed low to facilitate their use, or provided with safety steps if needed."

        3. "The outdoor play area shall be free from such hazards as pools, wells, farm or lawn equipment, machinery and harsh, abrasive materials such as chat and gravel. It shall be placed so that attendants can keep all children in view at all times. A hard surfaced area shall not be used under fixed play equipment."

4. "Medicines, poisons, firearms, sharp-pointed scissors, and other potentially dangerous substances and instruments shall be kept out of reach of children at all times."

5. "All staff members shall be familiar with first-aid procedures. The treatment of minor injuries shall be limited to simple first-aid procedures, with particular emphasis on cleaning with soap and running water. The use of iodine or other antiseptics is not recommended at any time. The parent or physician shall be called for more extensive injuries."

6. "Toys and play equipment shall be of substantial construction, free from rough edges, sharp corners, and splinters, and if painted, the paint must not contain lead. Playground equipment shall be firmly anchored in the ground, in good repair, and safely situated, the surface under the equipment shall be resiliant."

e. Sanitation:

1. See 5.b.1. above.

2. "In full day care centers, the kitchen shall be separate from the playroom. It shall be adequately equipped for the sanitary preparation and storage of food and washing of dishes. It shall not be used as a passageway while food is being prepared."

3. Dishes used by the children must have smooth, hard-glazed surfaces, be entirely free from cracks or chips, and be maintained in a sanitary condition.

4. Kitchen utensils and all feeding equipment shall be washed by washing, rinsing, and sanitizing.

5. "Individual towels and washcloths or paper towels shall be provided and kept in sanitary condition."

7. LICENSING FEE:

4 or fewer children - $2.00
5 or more children - $5.00

8. CHILD HEALTH: "No child shall be admitted to a group day care center, except in an emergency, before obtaining from his physician the Medical Record for Children Receiving Day Care, prescribed by the Kansas State Board of Health, stating that he is free from communicable disease and that he has been immunized or is in the process of receiving immunization against small-pox, whooping cough, polio, diphtheria, and tetanus. Only medical exemptions to immunization, signed by a licensed physician, are acceptable. The "Medical Record for Children Receiving Day Care" shall be on file at the center for each child enrolled.

   Each child shall have a health inspection daily before he joins his group, and the inspection shall be carried out with the parent present to answer questions. Staff members shall receive instructions by a physician or a nurse for making inspections. When transportation is provided for the children, a representative of the center shall be responsible for a careful inspection of the child before he enters the vehicle. The center is responsible for educating each parent to keep the child at home if he shows any sign of illness.

   No child shall be re-admitted after an absence until the reason for the absence is known and there is assurance that his return will not harm him or the other children.

   A notation of all injuries shall be made on the child's Medical Record, including the date, time of day, nature of the injury, treatment, witnesses, and whether the parent was notified or summoned.

   Information shall be obtained from the parent or parents of each child admitted as to the physician they wish called for their child in case of emergency. The day care center shall also arrange with a physician to handle emergency calls and to supervise health programs and arrangements should be made with the parents to permit calling this designated physician in emergencies when the physician of their choice is not available.

   "An additional room located so that it can be under adult supervision shall be furnished for the isolation of children suspected of illness until the child can be taken home."

9. OTHER:

a. Records and Reports: "The group day care center's license shall be prominently displayed, as required by law.

A copy of the "Requirements for Group Day Care Centers for Children" shall be kept on the premises at all times.

All records relating to the children shall be kept at the group day care center.

For each child there shall be information immediately available to the staff stating how the parents may be reached in case of an emergency, and the physician to call."

"A record shall be kept of the daily attendance of the children enrolled."

"A record of the food served daily shall be kept on file at the center."

b. Program:

1. "Each group day care center shall provide a balanced program of vigorous and quiet activities, indoor and outdoor play, rest and meals.

2. In suitable weather, and under the supervision of an adult, there shall be at least 30 minutes of outdoor play for each child attending the group day care center for 2 1/2 consecutive hours and at least one hour for children spending the entire day at the center.

3. There shall be a supervised rest period of at least 15 minutes for children attending the center for two to four hours, and a longer supervised rest period if the children remain for five hours or more."

c. Educational Equipment: "Every center shall provide a variety of safe materials and equipment for indoor play; toys and play equipment shall be of substantial construction, free from rough edges, sharp corners and splinters and if painted the paint must not contain lead."

d. Outdoor Play Equipment: "Each center shall provide safe materials and equipment for outdoor play; large playground equipment shall be firmly anchored in the ground, in good repair, and safely situated. The surface under such equipment shall be resilient. If swings are provided the seats shall be of rubber or sling variety. The equipment shall be suitable for the age group for which it is intended."

e. Other Equipment:

1. "Child-sized tables and chairs shall be provided for the children. Furniture shall be smooth-surfaced and of sturdy construction."

2. "Low open shelves shall be provided for play equipment and materials so that they are readily accessible to the children."

3. "Napping facilities shall consist of individual cots, bed, or mattresses at least two inches thick."

f. Discipline: "Corporal punishment shall be strictly avoided. No cruel, unusual or degrading punishment shall be used. Any of these shall be considered adequate cause for revocation of license."

g. Nutrition: "Children remaining at the group day care center for as much as two and a half hours shall receive mid-morning and mid-afternoon refreshments such as fruit, fruit juice or pasteurized milk."

"If children remain in the group for longer than four hours, a full balanced meal, with at least one hot dish, shall be provided by the day care facility. This meal shall provide at least one-third of the child's total daily requirement of calories, proteins, minerals, and vitamins... Noon or evening meals shall be preceded by a quiet period of relaxation of at least ten minutes. Children shall be comfortably seated at tables for meals."

h. Insurance: Not specified except under transportation.

i. Transportation: Any group day care center that provides transportation between children's homes and the center as part of the total program of services, or as a separate service for which a fee is charged, shall meet all the usual and necessary requirements of a transportation service of this type, including:

1. The driver of the car or bus in which the children are transported shall have obtained proper chauffeur's license issued by the State of Kansas.

2. The vehicle used for transportation shall be covered by adequate passenger liability insurance for passengers transported for hire.

3. Only vehicles in safe operating condition shall be used for the transporting of children.

4. Unless accompanied by his or her parents, no child shall be required to spend more than 30 minutes each way to and from the group day care center.

5. Every vehicle must be equipped with 4-pound CO_2 or 4-pound dry chemical type fire extinguisher.

6. All drivers shall have knowledge of first-aid procedures.

7. Every child shall be provided with a seat in the transporting vehicle. Children shall not be permitted to ride in the front seat unless each such child be secured with an automobile seat belt.

j. Telephone: There shall be a telephone located on the premises and readily available.

10. SPECIAL PROVISIONS:

a. Infant Care: No infants under the age of three years shall be received for care in any group day care center.

KENTUCKY
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Child Welfare

   b. Statute: Kentucky Revised Statutes 199.894 - 199.896 - 199.990, 1969.

   c. Regulation: Standards and Regulations for Day Care Centers and Day Care Homes (1967)

2. DEFINITION: "Day Care Center" means any child care facility which provides full or part-time care, day or night, to at least seven children not related to the operator of the child care facility by blood, marriage, or adoption. Day care center shall not include any child care facility operated by a religious organization while religious services are being conducted. Also excluded from the definition are summer camps, university nursery labs, and private kindergartens.

3. CHILDREN ELIGIBLE:

a.	Minimum-maximum age:	0 - 12 years
	Number of children:	7 or more (with a maximum of 10 if only one full-time staff.)
b.	Group Size Limits:	Not specified
c.	Child/Staff Ratio:	0 to 2 years - 6:1
		2 to 3 years - 8:1
		3 to 4 years - 10:1
		4 to 5 years - 12:1
		5 and older - 15:1

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: " All persons having direct contact with the children must be of suitable age to give mature care."

      2. Education/Training: "Center personnel must attend training courses and workshops provided by the Department of Child Welfare."

      3. Physical: "Prior to employment, in compliance with the health standards, each staff member must obtain a current medical report. A tuberculosis test is required annually thereafter."

4. Character: Staff members must be willing to work together and co-operate with parents.

b. Teachers and Assistants:

1. Age: See 4.a.1. above.

2. Education/Training: See 4.a.2. above.

3. Physical: See 4.a.3. above.

4. Character: See 4.a.4. above.

Suggested but not required as staff qualifications -

Director:	A bachelor's degree in a field related to behavioral sciences.
Teachers:	A bachelor's degree in early childhood education
Assistants:	High school education and 2 years of higher education of "equivalent life experiences."

5. PHYSICAL FACILITY:

a. Use Restrictions: "If all or any portion of the building is used for purposes other than day care, necessary provisions shall be made to avoid interference with the day care program."

b. Physical Structure:

1. General: "The building shall be suitable for the purpose intended."

2. Usuable Floor Levels: "Child caring facilities shall not be located above the first floor of any building classified as wood frame or ordinary construction."

3. Indoor Space: 35 square feet per child, exclusive of the kitchen and bathroom.

4. Outdoor Space: "There shall be an outdoor play area free from litter, glass, rubbish, and inflamable materials, suitably surfaced and drained, and adequate in size to accommodate the number of children using the area at a particular time. There shall be adequate protection from hazards including a fence if necessary."

5. Lighting Requirements: "The building must be properly lighted."

6. Toilets-Washbasins/Child-Ratio: "A minimum of one toilet and washbasin for each twenty children is required. They shall be easily accessible to playgrounds and playrooms."

7. Special Features: "The building shall be so constructed that windows, doors, stoves, heaters, furnaces, pipes and stairs are protected, screening is provided, and floors are free from splinters and easily cleaned."

6. CODE REQUIREMENTS:

a. General: "The building shall be so constructed that it is dry, properly heated, ventilated and lighted."

b. Building: "Plans and specifications for new buildings and/or additions must be approved by the Departments of Health and Safety."

c. Fire: "Exits. Each child caring facility shall:

Have a minimum of two remotely located and un-obstructed exits.

Have locks which do not require the use of a key to be opened if the side egress is desired.

If located in a basement, have one of the required exits open directly to the outside.

If licensed for 50 or more, have the required exit doors swing outward with the direction of exit travel.

Fire Extinguishers: One 2 1/2 gallon class A, water type, fire extinguisher shall be provided for each 2,500 square feet of floor space or fraction thereof.

Fire Drills: Fire drills shall be organized and held at least once each month."

d. Safety: Electric wiring shall be in accordance with the National Electrical Code. No child shall be allowed in furnace or boiler rooms, kitchens or laundry rooms. Cleaning and medical supplies must be kept out of children's reach.

e. Sanitation: There shall be adequate standards of personal hygiene.

7. LICENSING FEE: A $35.00 initial licensing fee and a $10.00 renewal fee are assessed.

8. CHILD HEALTH: "The child's medical history shall be obtained at the time of admission to enable the staff to know the individual needs of the child."

"Each child shall be given a daily health inspection upon arrival. Any child showing signs of illness should not be admitted. If a child becomes ill during the day, facilities for isolation shall be available until arrangements can be made for him to be taken home."

"The staff shall have practical knowledge of first-aid and sufficient supplies available to provide prompt emergency first-aid treatment. Provisions shall be made for obtaining emergency medical care."

9. OTHER:

a. Records and Reports: "Sufficient records shall be kept to identify the children and to enable the staff to contact the parent or person responsible for the child, and in an emergency the family physician."

"Daily attendance records of children shall be kept."

"Health records of the staff shall be kept on file."

"Reports of changes in ownership, location, and staff shall be made to the Department within one week."

b. Program: "The center must provide a well balanced program of daily activities affording developmental learning experiences appropriate for the age levels of the children."

"The program shall provide for quiet and active periods, group and individual play. It shall afford opportunities for establishing good relationships with other children and with adults and contribute to the development of self-respect and consideration of others."

"Learning experiences appropriate for the age level of the children shall be provided through conversation, dramatic play, art, music, books; and science and nature projects."

"The program shall include outdoor play each day, unless the weather prohibits or there is a valid reason for a child to remain inside."

"The children shall have sufficient supervised rest for their ages and for the number of hours spent at the center."

c. Educational Equipment: "There shall be adequate and safe equipment, both indoors and outdoors, to meet the varied developmental needs and interests of children of different age groups."

d. Outdoor Equipment: See 9.c. above.

e. Other Equipment: An individual cot or crib shall be provided for each child with its own sheets and covers. Washcloths, towels and drinking cups shall also be individually provided.

f. Discipline: "Children shall not be subjected to harsh and unnecessary punishment, nor shall any method of discipline be used that is humiliating, threatening, shaming or frightening. Loud, profane, or abusive language shall not be used, nor punishment be associated with rest, toilet training, or food."

"Constructive methods for maintaining group control and handling individual behavior are a part of carefully planned programs. Discipline shall be achieved through consistent guidance."

g. Nutrition: "A wholesome meal shall be served at mealtime and provisions made for mid-morning and mid-afternoon snacks. The milk and water supply shall be approved."

h. Insurance: Not specified

i. Transportation: Not specified

j. Telephone: The center shall be equipped with a telephone easily accessible to the rooms used by the children.

k. Finance: There must be sufficient funds to ensure adequate care of the children enrolled; no child shall be exploited in fund-raising campaigns.

10. SPECIAL PROVISIONS:

Infant Care: "If infants under two years of age are cared for in the center, provisions must be made for their special needs and complete protection. Their care shall be as much as possible in harmony with the mother's methods."

"A separate room shall be provided, with direct sunlight and open air."

Equipment Required

1. "Each infant shall be provided with a separate crib and/or play pen, with a firm mattress. These cribs must be at least two feet apart on all sides.
2. An adequate supply of crib sheets, individual diapers, clothing, powder, oil, etc.
3. Closed containers for soiled diapers and clothing.
4. Selected toys that are too large to swallow and too tough to break with no sharp points or edges."

Care of Infants

"Children of this age will have varying schedules, but it is expected that some regular schedule of rest and feeding will be followed."

"Crib sheets and covers must be changed when soiled. Doors must be left open if an adult is not in the room."

LOUISIANA
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Public Welfare.

   b. Statute: Mandatory Licensing Act of 1956 (R.S. 46-1401) amended by Act 152 (1962).

   c. Regulation: "Minimum Requirements for License of Day Care Centers (1965)."

2. DEFINITION: A day care center is any place operated by a person, society, agency, corporation, institution or any other group, wherein are received for pay five or more children under 17 years of age who are not related to such persons and whose parents or guardians are not residents of the same house for day-time control, care and food in excess of four hours. Excluded from the definition are institutions caring for the retarded and summer camps.

3. CHILDREN ELIGIBLE:

   a. Minimum-Maximum age: Infancy through 16 years of age
      Number of Children: 5 or more

   b. Group Size Limits: 0 to 18 months --- 6
      18 months and over --- 14

   c. Child/Staff Ratio: 0 to 18 months --- 6:1
      18 months and over --- 14:1

   An additional worker shall be employed for cooking and housekeeping when the number of children in care is 20 or more. The Director shall not be included in the child/staff ratio when the number of children exceeds 35.

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: Not specified.

      2. Education/Training: Not specified but "it is preferable that the director and all personnel supervising children have a high school education."

      3. Health: Each person working within the center shall be required to obtain, before beginning work, and at least once a year thereafter, a written statement from a physician that the person: is in good health and physically able to care for children; is free from infectious and contagious diseases; and has no evidence of active tuberculosis.

The director or operator or any employee connected with the center shall not remain at work if he has any sign of a contagious disease.

Each person living in a private residence, part of which is used as a day care center, shall meet the same medical requirements as employed personnel and children enrolled.

If a director or operator or any employee has been an inmate of a mental hospital, a license shall not be granted until there is sufficient evidence that the person has recovered and is able to perform his duties adequately.

4. Character: A previous conviction of the director or operator or any employee of any crime of moral turpitude, felony, or any violation of a criminal statute enacted for the protection of children shall constitute sufficient reason for the denial of a license. A subsequent conviction of, or a subsequent determination of a previous conviction of, the director or operator or any member of the household of any of these types of offenses shall constitute sufficient reason for the immediate revocation of a license already issued. A plea of guilty to any of the above mentioned crimes shall be considered the same as a conviction.

b. Teachers and Assistants:

1. Age: Not specified.

2. Education/Training: Not specified.

3. Physical: See 4.a.3 above.

4. Character: Shall have a "suitable personality." Responsible references required. Also see 4.a.4 above.

5. PHYSICAL FACILITY:

a. Use Restrictions: One type of service only shall be offered within the same facility.

b. Physical Structure:

1. General: Not specified.

2. Usable Floor Levels: Not specified.

3. Indoor Space: There shall be a minimum of 35 sq. ft. of play space per child.

   Kitchens, bathrooms, halls used as passageways, family bedrooms, lockers, laundry rooms, building cabinets and any other quarters with furniture used as family living space shall not be considered as floor space available for play space. The living room can be included if unrestricted play is permitted.

4. Outdoor Space: There shall be outdoor play space provided for the children. Different age groups may use the outdoor play space at varying times. There shall, however, be a minimum of 75 sq. ft. for each child in the group at any one time. The minimum outdoor play space shall be available for at least one-half of the number of children in care.

   The outdoor play space shall be enclosed in such a manner as to protect the children from traffic hazards and to prevent the children from leaving the premises without proper supervision.

   A hard, smooth surface is desirable for wheel toys and for use during damp weather.

   The outdoor play space shall be kept free of broken glass and other debris.

5. Lighting Requirements: Not specified.

6. Toilet-Washbasins/Child-Ratio: Not specified apart from "toilets shall conform to state and local ordinances."

7. Special Features: Not specified.

6. CODE REQUIREMENTS:

   a. General: Not specified.

   b. Building: Not specified.

   c. Fire: A center shall in all respects meet the requirements of the fire prevention and safety authorities having jurisdiction over it.

1. A yearly report of approval from the fire prevention and safety authorities is required.

2. It is the responsibility of the staff of the center to request the yearly inspection of the fire prevention or safety authorities.

d. Safety: No child shall have access to dangerous machines.

Secure railings shall be provided for flights of more than three steps and for porches more than three feet from the ground.

Gates shall be provided at the head of each flight of stairs to which children have access when children under two years of age are in care.

Protection shall be provided where there are open cisterns, wells, ditches, fish ponds and other places dangerous to children.

Closets or chests where medicines or poisons are stored shall be securely locked.

Storage of garden tools, knives, et cetera, shall be inaccessible to the children.

If transportation is furnished, the number of children allowed in a car, bus, station wagon, or any other types of transportation must not exceed the number for which adequate supervision and adequate seating space can be furnished for each child, in accordance with local ordinances.

e. Sanitation: The plant and equipment shall conform to state and local ordinances governing sanitation, as certified by a written statement given during preceding 12 months by an authorized representative of the State Board of Health.

It is the responsibility of the staff of the center to request the yearly inspection by the Health Department.

Furnishings, equipment, sheets, towels and toys shall be kept clean and in good repair.

The center shall be equipped with adequate drinking facilities. There shall be paper cups for the use of the children, if a water fountain is not available.

7. LICENSING FEE: None specified for licensing in general. However, in New Orleans since January 1971 commercial centers are required to pay $25.00 for Fire Prevention Bureau Inspection.

8. CHILD HEALTH:

   a. Each child in the center shall have an annual physical examination and an official statement that the child is in good health and free from infectious or contagious diseases.

   b. Each child shall be examined for possible respiratory infection or skin disease upon arrival at the center or at his home if transported. The child shall not be permitted to attend the center until he is in good health if there are signs of infections or diseases.

   c. If symptoms of contagious or infectious diseases develop while the child is in care he shall be placed in isolation until a physician or registered nurse has been consulted.

   d. If a child has had a highly contagious disease, a physician or nurse must certify his return.

   e. The parent shall be notified as soon as possible, if a child develops symptoms of illness or suffers an accident while under care. Medical advice should be sought if the symptoms are severe and the parent is not available.

   f. Prompt notice shall be given to the parents of all children in the center, if children in the center are known to have been exposed to a contagious or infectious disease.

   g. First aid equipment approved by the supervising physician shall be available at the day care center.

   h. No drugs of any type, including aspirin, should be given by center personnel unless prescribed especially by the child's or the center's physician.

Health Services (applicable only to centers serving 10 or more children).

A physician or authorized health authority shall be in charge of all health services to the day care facility.

A physician or authorized health authority and the director should prepare a written statement outlining the procedures governing:

1. Routine health inspection which should be given to the children by the staff.

2. Medication and treatment that may be given without specific orders from the physician.

3. Circumstances under which a physician should be called.

4. Action to be taken by the staff in case of emergency or suspected illness.

5. Recommendations regarding diet, rest or any other aspects of the program affecting the health of the children.

It shall be the responsibility of the physician or authorized health authority to certify in writing once a year that the health aspects of care conform to the minimum requirements for license.

9. OTHER:

a. Records and Reports:

The center shall have on file the following records:

1. All information required on the Department of Public Welfare's Master Card for Day Care Centers, for each child in care.

2. All medical information required on the Department of Public Welfare's Health Card for each child in care.

3. All Master Cards of children who have withdrawn from the center shall be on file for a period of at least one year after the date of withdrawal. Children's health records need not be held after the date of withdrawal.

4. All information on each staff member required prior to his or her employment and the yearly reports of all staff members' physical examinations.

5. All health information regarding the persons living in the center, if the center is in the home of the operator.

6. All financial records pertaining to the center regarding income and expenditures. (Not applicable to those centers exempt by law.)

7. Current reports from the Fire and Health Departments.

8. Statement approving health practices.

b. Program:

Children under 18 months of age: See under Infant Care, Item 10 below.

Children over 18 months

There shall be a schedule of the day's plan of activities, providing for flexibility and changes, as seem necessary. The program of activities shall be adhered to with reasonable closeness but shall accommodate and have due regard for individual differences among the children. The program shall provide time and materials for both vigorous and quiet activity for children to share or do alone, indoor and outdoor play and rest.

School instruction, including teaching the alphabet, reading, writing and counting, as a part of the daily routine for preschool age children, shall not be attempted. Preschool age children should not be expected to remain quiet or seated at tables for long periods of time.

1. The daily program for children approximately 18 months of age or over shall contain varied indoor activities including all or most of the following:

   Creative play
   Active physical play
   Dramatic and social play
   Constructive play
   Work bench (where supervision and space permits)
   Manipulative play
   Books and pictures
   Music
   Water and sand play
   Units of play materials

2. The daily program shall contain varied outdoor activities including:

   Activities for the use of the total body and development of muscular balance
   Experience with living things
   Field trips

3. Children shall have rest period of at least one hour.

c. Educational Equipment: Educational and outdoor materials suitable to the ages of the children are suggested.

d. Outdoor Equipment: See 9.c above.

e. Other Equipment: Chairs and tables shall be of a size suitable to the age group in care.

An adequate number of play pens should be provided for children under walking age.

Each child shall be provided with a cot or a bed. There shall be no more than two children to a bed, if a double bed is substituted. There shall be individual cribs provided if infants are in care. State and local health requirements regarding sleeping arrangements must be met.

f. Discipline: Discipline shall be constructive, its purpose being to help the child learn rather than forcing him to conform to adult standards. The child's age, intelligence, emotional makeup and his past experiences should be considered in disciplining. Attention should be given to the following points.

1. Children need patience and understanding if they are to establish habits which make for good citizenship.

2. Discipline must be fair and consistent and every effort should be made to help the child see it as such.

3. Encouragement and praise of good behavior is frequently more effective than punishment.

4. The child's acceptance of discipline and his ability to profit by it depend largely upon his feeling that he is liked and accepted.

5. No child or group of children should be allowed to discipline another child.

The staff of the center shall be in agreement regarding supervision, training and discipline of children.

g. Nutrition: Well-balanced, nourishing meals must be provided. The quantity of food served will differ with individual children; and a given child will not always want the same amounts. Fast growing children need the most food and may eat the largest servings, regardless of age. Children coming without breakfast must be served this meal; in addition, children must be served one hot meal and mid-morning and mid-afternoon snack. Children are not to bring their own food to the nursery. Special formulas for infants may be supplied by the parent. Food cannot be sold to the children or staff at the day care center.

h. Insurance: Not specified.

i. Transportation: Not specified.

j. Telephone: There shall be a telephone at the center for use in emergencies.

10. SPECIAL PROVISIONS:

Infant Care: There shall be a nursery room for infants only. Children who are walking shall not share a room with infants. Young toddlers shall have separate quarters except in centers providing care to less than 10 children.

Not required but recommended that children this age should be given opportunity to determine to some degree their schedule although it is expected that some routine will have to be followed. The routine shall be such as to promote good health, rest and play habits. The schedule shall allow for the following:

a. Prompt attention should be given to changing diapers and to the physical needs.

b. Babies should be held in the arms of the person caring for them for some of their feedings each day. This would apply to feedings from the bottle as well as feedings from the spoon. Feedings should be on an individual basis according to the instructions of the baby's mother and the physician.

c. Some time should be spent each day playing with the child. Provision should be made for the child to spend some part of each day outside his crib and outdoors when the weather permits.

MAINE

Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Health and Welfare.

   b. Statute: Article 3797, Title 22, Children's Homes of the Maine Statutes.

   c. Regulations: "Law Providing for the Licensing of Day Care Centers for Children and Rules and Regulations Pertaining Thereto."

2. DEFINITION: "The term 'day care center' shall mean a house or other place conducted or maintained by anyone who advertises himself or holds himself out as providing care and protection for 13 or more children under 16 years of age, except children related to the operator by blood, marriage, or adoption, who are unattended by parents or guardians, for any part of a day, except that any facility, the chief purpose of which is to provide education, shall not be considered to be a day care center."

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: 2-1/2 to 16 years
      Number of children: 13 or more children

   b. Group Size Limits: Not specified.

   c. Child/Staff Ratio:
      2-1/2 to 3 years old -- 8:1
      3 -- 10:1
      4 -- 15:1
      5 -- 18:1
      6 years and older -- 20:1

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: Minimum 21 years of age.

      2. Education/Training:
         All Facilities: High school graduate or equivalent plus 6 months experience plus

Completion or process of completing two years of college and an acceptable course in early childhood.

3. Physical: There must be a medical form prior to employment in a day care center from a duly licensed physician for each member of the staff, certifying that the staff member is free from communicable and contagious diseases, including tuberculosis, venereal disease and is not known to be a typhoid carrier. This must include an annual, negative mantoux, tine or heaf skin test, or in the case of a positive skin test the staff member is required to have an annual X-ray of the chest. A staff member after returning from a communicable or contagious illness must provide a written statement from a duly licensed physician concerning his ability to return to work.

4. Character: Each member of the day care center staff must be competent in his assigned tasks. He must be reliable, of good moral character, mentally and physically fit, and emotionally well adjusted. He must be able to accept responsibility for group care of children.

b. Teachers:

   1. Age: Not specified.

   2. Education/Training: If the center provides a kindergarten program for five-year-olds it must be staffed by a certified teacher, preferably with training in nursery or early education. All teachers must have completed high school or equivalent.

   3. Physical: See 4.a.3. above.

   4. Character: See 4.a.4. above.

c. Assistants:

   1. Age: Not specified.

   2. Education/Training: High school education or working toward high school equivalent if employed in any teaching -- other assistants, aides, or volunteers no special requirements. All assistants must participate in programs/workshops in related fields.

3. Physical: See 4.a.3. above.

4. Character: See 4.a.4 above.

5. PHYSICAL FACILITY:

a. Use Restrictions: None specified.

b. Physical Structure:

1. General: None specified.

2. Usable Floor Levels: Not specified.

3. Indoor Space: 20 sq. ft. per child excluding hallways, lockers, toilets, isolation rooms, kitchens and offices.

4. Outdoor Space: 75 sq. ft. per child of fenced area. Where space is limited, the time shall be arranged to separate the younger age group from the older.

5. Lighting Requirements: Each playroom must have outside windows, the area of which is at least 10% of the floor area.

6. Toilets-Washbasins/Child Ratio:

One of each: 20 children, separate ones for adults.

7. Special Features: None specified.

6. CODE REQUIREMENTS:

a. General: None specified.

b. Building: "The building must be sound in structure and safe for children. It shall comply with all local building, fire, and sanitation laws. An annual inspection and certification by the Insurance Department of the State of Maine shall be conditional for licensing. The building exit code and other regulations as set by the Insurance Department shall govern the center."

c. Fire: The building shall comply with all local fire laws. There shall be regularly scheduled fire drills at least once a month. There must be written fire drill procedures posted in each room utilized by children. Title 25, Sections 2360, 2391, 2392, and 2452 of the Revised Statutes; Section 22, Educational Occupancy of the Building Exit Code of the State of Maine; and other rules and regulations promulgated by the Insurance Commission of the State of Maine must be satisfied at an annual inspection.

d. Safety: Every room of space unless it has a door leading directly to the outside of the building, shall have at least one outside window large enough to be used as an exit in case of emergency. Each kitchen unit must comply with applicable requirements of the Department of Health and Welfare rules and regulations pertaining to eating places.

e. Sanitation: "A sanitary inspection by the Division of Sanitary Engineering of the State of Maine in accordance with the rules and regulations promulgated by the Division of Sanitary Engineering shall be a prerequisite for initial licensing and shall be required every three years or more frequently if deemed necessary by the department."

7. LICENSING FEE: No licensing fee required.

8. CHILD HEALTH:

   a. Each child must receive a complete examination from his family doctor before he actually joins a group or is placed in a day care center, except under exceptional circumstances the physical examination may take place within six months of the child's acceptance.

   b. Examination must include a complete health history, a complete physical examination, and an evaluative statement from the physician, including immunizations needed. The record of the examination must be filed in the center.

   c. Each child must be inspected on arrival, before he has joined his group or is left at the day care center. The inspection should be carried out with the parent present to answer questions and to take the child home if need be.

   d. Parents must always be notified at once of the occurrence of any major accident or emergency.

e. Children requiring medication during the day, variations in diet, or special medical procedure, shall receive these only on written order from a physician.

f. An isolation room must be provided in case of emergency illness.

9. OTHER:

a. Records and Reports: A personnel record shall be kept for each staff member, including medical reports and evaluations. A record shall be kept for each child, including health records, emergency information and personal evaluation. A daily attendance record must be kept.

b. Program: The daily program in the day care center should reflect knowledge and understanding of the fundamental needs of the child's growth and development as well as concern for all aspects of the individual child's life within his family, neighborhood and the day care center.

1. Every child shall be considered as an individual. Developmental level, capacities, special needs or problems shall determine what can be expected of him.

2. The day care center shall have time and materials for both quiet and active play and rest.

3. There shall be provision for the child to play in group activities with other children, or to engage in solitary activities.

4. Provision shall be made for at least one hour of outdoor play every day for each three hours the child spends in the day care center.

5. A schedule of the planned daily program shall be written down and shall be available for inspection. The program shall follow the schedule with reasonable closeness but shall permit necessary flexibility and have continuity with due regard for individual differences among the children.

6. Creative experiences must be provided with art, music, books, stories, science, blocks, dramatic play, with the basic equipment to afford opportunities for these activities.

7. Meals in a full day schedule must include a morning snack, a hot lunch, an afternoon snack for all children.

8. All pre-school age children must sleep or rest on individual cots, mats, or beds at some period during the day's program.

c. Educational Equipment: See 9.b.6. above.

d. Outdoor Play Equipment: None specified.

e. Other Equipment: Furnishings must be appropriate to the age, size, and activities of the children in the group. These furnishings shall be of a non-poisonous and non-combustible material. There shall be individual cribs and lockers.

f. Discipline: Not specified.

g. Nutrition: In a full day program in the day care center, at least one-third of the daily nutritional requirements must be provided. If breakfast is served two-thirds of the daily nutritional requirements must be provided.

h. Insurance: "The day care center shall carry a minimum liability insurance of $100,000 per person/$300,000 per occurrence; a minimum of $5,000 property damage; and appropriate automobile liability insurance, if transportation is provided. A $500 medical payments provision is extremely desirable but not mandatory."

i. Transportation: If the transportation is provided by the center, it shall be provided in accordance with the "Minimum Standards for Pupil Transportation in Maine," published by the State of Maine Department of Education, and in accordance with the following regulations:

1. The center shall assume responsibility for the child from the time he is picked up until he is delivered to his parents or to a responsible person delegated by his parents.

2. No child shall be permitted to remain in any vehicle while it is unattended or to stand in the vehicle while it is transporting.

3. There shall be an adult in addition to the driver in any vehicle transporting six or more children to and from the center.

4. Vehicles utilized for the transportation of children shall be maintained in safe operating condition and be clean and free from obstructions on the floor and seats of the vehicle.

5. No more than three persons including the driver shall be permitted to occupy the front seat of the vehicle.

6. Any vehicle used for the transportation of children shall be provided with safety door locks and the doors of such vehicles should be opened and closed by an adult.

7. It is desirable that routes be planned so that no child will be riding for more than one-half hour on any trip.

If parents utilize public transportation for the delivery or pickup of their child(ren), the center must advise the parent that the center cannot assume responsibility for the child(ren).

j. Telephone: "A telephone must be easily accessible in the center."

10. SPECIAL PROVISIONS:

a. Infant Care: "No child under 2-1/2 years of age shall be cared for in a day care center."

b. Handicapped Children: Physically, emotionally, or mentally handicapped children requiring special care or who need extra individual attention shall not be admitted to a day care center unless its staff includes persons with specialized training to give such care.

1. REGULATING AUTHORITY:

   a. Licensing Authority: State Department of Health and Mental Hygiene.

   b. Statute: Annotated Code of Maryland (1951 Edition) Article 43, Section 707 to 717.

   c. Regulations: "Regulations Governing Group Day Care of Children, October 1, 1956".

2. DEFINITION:

   "Group day care center" means an agency or institution offering or supplying group care to five or more children who have not the same parentage, for a portion or all of a day and on a regular schedule more often than once a week."

   Excluded are services and facilities operated by official boards of education. Kindergartens and Nursery Schools are inspected by the Department of Health but are not licensed as centers. They are issued Certificates of approval by the Department of Education. ("Maryland Standards for Nonpublic Schools Offering Programs at the Nursery School and Kindergarten Levels; Maryland State Department of Education, 1968)."

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: 12 months to 16 years.
      Number of children: 4 or more.

   b. Group Size Limits: "The number of children cared for at any one time in each Day Care Center shall be limited in accordance with the premises staff and equipment to the number stated in the permit."

   c. Child/Staff Ratio: In order to safeguard the health and safety of the children, a responsible person shall be in attendance at all times the group day care center is in operation. The permit to operate shall be null and void at any time the children are left unattended.

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: Not specified

      2. Education/Training: There are no provisions in the existing regulations for qualifications of staff other than the statement that a responsible person shall be in attendance at all times the day care center is in operation. There are proposed regulations that specify qualifications for the Director and all staff members.

      3. Physical: Each person connected with the center shall present documentation that he is free from tuberculosis.

      4. Character: Not specified.

   b. Teachers: See above.

   c. Assistants: See above.

5. PHYSICAL FACILITY:

   a. Use Restrictions: Zoning requirements in various areas.

   b. Physical Structure:

      1. General: The building shall provide for the safety and protection of all occupants. In particular, adequate provision shall be made for fire control equipment, fire escapes, and evacuation of children in case of fire or other emergency.

      2. Usable Floor Levels: Not specified.

      3. Indoor Space: There shall be a minimum of 30 square feet of usable floor area for the capacity for which the center is licensed for each child enrolled, excluding laundries, kitchen, bathrooms, offices, isolation rooms and storage space.

4. Outdoor Space: A sanitary outdoor playground shall be provided which shall be free from conditions such as open ponds, inadequate fencing, dangerous placement of equipment, which is or may be dangerous to the life and health of the children. Such playground shall be readily accessible from the day care center. The outdoor play area shall provide ample space.

5. Lighting Requirements:
Each room used for recreation or play purposes shall be provided with sufficient artificial lighting so that the combined natural and artificial light will provide illumination of at least 15 foot candles at play surfaces at all times when the day care center is in operation, and at least 5 foot candles on all stairways and corridors.

Shades shall be provided at all windows exposed to direct sunlight unless seating is arranged so that no child, while at work, will be required to face a glaring surface.

Using lighting fixtures designed so that bare lamps or tubes are shielded at normal viewing angles.

Using light-colored flat paint or other light finishes on ceilings and upper side walls. Semi-gloss finishes may be used on lower side walls and on doors and other wood trim where frequent cleaning is necessary, but should be kept to a minimum.

Employing non-glossy light-colored finishes on work tables in order to minimize glare by reflection."

6. Toilets-Washbasins/Child Ratio: One of each for each 10 or fraction of that number of children.

7. Special Features: The premises on which a day care service is to be conducted shall be served by a good road, which is kept passable at all times of the year.

6. CODE REQUIREMENTS:

a. General: Not specified

b. Building: "Any building to be used for a day care center shall be in a good state of repair in the judgment of the health authority and shall be kept in good repair. All interior paint shall be free from lead pigment."

"Any proposed alternations, additions or changes shall be submitted to the health authority so that they may be approved or disapproved with such recommendations as deemed necessary."

c. Fire: The building shall provide for the safety and protection of all occupants. In particular, adequate provision shall be made for fire control equipment, fire escapes, and evacuation of children in case of fire or other emergency.

d. Safety: "Stairways shall be kept free of obstructions and fire exit doors maintained in working order. Poisonous and flammable products are prohibited. Medications shall be stored separate and in locked facilities. The building, whenever possible, shall be equipped with a central heating unit adequate to maintain an even temperature of between 68^{o} and 70^{o} F. at all times at two feet above floor level. Stoves or other individual room heaters where used shall be provided with guards and other protective devices. Space heaters with exposed flames and portable heaters are prohibited. Chimneys, flues and pipes connected with the heating facility shall be checked and cleaned annually. Asbestos, cinderblock or metal protectors shall be used whenever contact with the heating facilities presents a fire hazard. The fuel supply shall be handled according to the regulations of the State Insurance Commission or local fire authority. If coal is used, ashes shall not be stored in flammable containers pending disposal.

Inspections and rodents: The premises, including buildings and play area shall be maintained free of insects and rodents.

Gas and electric appliances: All gas appliances shall be solidly connected with rigid piping and installed in accordance with the rules and regulations of the local building code. All unused gas connections shall be removed or properly capped. No open electric sockets or loose electric wire shall be within the reach of children.

e. Sanitation: Sewage disposal-the method of sewage disposal shall conform with regulations of the State Board of Health and be approved by the health authority. Water supply-the water supply system shall conform with regulations of the State Board of Health and be approved by the health authority. Plumbing-all plumbing and plumbing fixtures shall be so constructed, installed and maintained as to prevent cross connections or other sanitary hazards, as required by the State Plumbing Code. Garbage and refuse disposal - garbage and refuse shall be kept in water-tight metal containers with tight fitting covers and shall be removed from the premises at frequent intervals. Burnable materials may be incinerated in an approved type of incinerator.

7. LICENSING FEE: There is no state licensing fee, however, some local fees exist.

8. CHILD HEALTH: An annual health examination is required for each child. He is required to have been immunized against smallpox, diptheria, whooping cough, tetanus and poliomyelitis.

9. OTHER:

   a. Records and Reports: "The following records and information shall be kept in the day care center and readily accessible at all times:

      A permanent register of all children admitted to the day care center with the names, current addresses, and telephone numbers of the parents or guardians of all such children.

      The medical certificates required of each child when admitted to the day care center.

      A statement of a medically satisfactory chest x-ray examination of each staff member.

      A copy of the State or local health department communicable disease chart.

      The name, address and telephone number of the day care center's physician.

      A daily record of children in attendance.

      Current records of menus for all meals served."

b. Program: Not specified.

c. Educational Equipment: Not specified.

d. Outdoor Play Equipment: Not specified.

e. Other Equipment: Not specified.

f. Discipline: Not specified.

g. Nutrition: Not specified.

MASSACHUSETTS
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Public Health.

   b. Statute: Sections 58 to 62 of Chapter 111 of The General Laws.

2. DEFINITION: The Massachusetts law covers all groups of three or more children under seven years of age and not of common parentage, separate and apart from their parents during part or all of the day. The "Day Care Services" shall include the services of any institution or place whether known as a day nursery, nursery school, kindergarten, child play school progressive school or preschool, or under any other name. The term "day care services" for children shall not include: (1) services of kindergartens or nursery schools operating as part of organized educational systems and; (2) services of kindergartens or nursery schools operated by a state agency, provided such agency certifies annually to the department that its services are in accord with the minimum requirements of the department as specified in Section Sixty (Chapter 719, 1962).

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: 3 - 6 years. Children are accepted between the ages of 2 and 3 with approval of Massachusetts Department of Public Health Social Worker.
   Number of children: None specified.

   b. Group Size Limits:
   3 - 6 years - 20 children
   5 - 6 years - 20 children
   3 - 4 years - 10 children

   If care for less than 3 hours
   Not specified.

   c. Child/Staff Ratio:
   3 - 4 years 10:1; 12:1 - less than 3 hrs.
   5 - 6 years 15:1; 25:1 - less than 3 hrs.
   In groups of mixed ages there shall be at least one adult for every ten children. There shall be two adults on the premises at all times.

4. STAFF QUALIFICATIONS:

a. Director:

1. Age: not specified.

2. Education/Training: "In centers of 40 or more there shall be a non-teaching administrative director. Administrative directors or persons in charge of supervision of program shall have: A high school diploma or a Massachusetts High School Equivalency Certificate, and a minimum of three years experience with children in a day care program plus four basic courses in Early Childhood Education to be approved jointly by the Massachusetts Department of Education and Public Health, or completed a minimum of one year of college in a recognized institution of higher learning, plus two years experience with children in a day care program, and one course in Early Childhood Education".

3. Physical: Before beginning work, every staff member must file with the service, a certificate signed by a physician officially licensed to practice medicine stating that the individual has been examined within ninety days of starting work and is free of any illness or condition whether medical or physical.

Also, before beginning work and every three years thereafter, every staff member must file with the service a report of a tuberculosis test. When medically indicated, examination may be required at shorter intervals.

No staff member shall work at the day care service while suffering from a reportable communicable disease. Health certificates shall be kept on file at the day care service.

4. Character: All day care personnel in direct contact with children shall have good character, wholesome personality, emotional maturity and ability to understand and deal sensitively and effectively with young children.

5. Other: The Director shall demonstrate capacity to administer the program in a way to promote the well-being of the children through constructive work with the children, their parents, the staff and community, also shall have sound understanding of developmental needs of children, their individual differences and the role of parents.

b. Teachers:

1. Age: Not specified.

2. Education/Training: "All staff directing children's activities must hold a high school diploma or a Massachusetts High School Equivalency Certificate. All such staff not holding a degree with a major in Early Childhood Education or a related field must complete one course in early childhood education or child growth and development to be approved jointly by the Massachusetts Department of Education and Public Health.

3. Physical: see 4.a.3 above.

4. Character: see 4.a.4 above

c. Assistants:

1. Age: At least 16 years.

2. Education/Training: "Any other person employed as non-professional staff aides shall work under the supervision and direction of a senior staff member. Paid or volunteer aides must be at least 16 years of age."

3. Physical: see 4.a.3 above.

4. Character: see 4.a.4 above.

5. PHYSICAL FACILITY:

a. Use Restrictions: Housing of a service giving day care to children shall meet all the requirements of the Massachusetts Department of Public Safety and applicable local requirements. Housing shall be open to inspection without notice by the State or local building inspector.

b. Physical Structure:

1. General: Housing shall conform to State and local zoning and building construction regulations.

   The interior of the building shall be clean and maintained free from rodents and/or insects. Safe and effective means of eliminating insects and rodents shall be provided. All extensive extermination shall be carried out by a licensed exterminator.

2. Useable Floor Levels: The Department of Public Safety rules on this.

3. Indoor Space: 35 square feet per child.

4. Outdoor Space: 75 square feet per child. Average width shall not be less than 8 feet.
   "If any part of the play area is adjacent to a highway, on the roof, or in other dangerous areas, fencing shall be provided.

5. Window/Floor Area Ratio: not specified.

6. Toilets - Washbasins: 1 of each for every 14 or fewer children. Separate toilets and washbasins must be provided for adults. Toilet facilities shall be provided in a separate room which is well ventilated. Both hot and cold running water shall be provided. There shall be an automatic control to prevent the temperature from rising above 120° F.

7. Special Features: There be provided approved guards across windows that children can reach and guards at the top and bottom of stairwells opening into areas used by children.
   There shall be at least one room for the exclusive use of each group of children and the staff caring for them during the hours the service is in session.

Adequate ventilation of rooms occupied by the children shall be provided by a mechanical system or by windows which may be opened at the top. In either case the windows shall be operable.
Steam and hot water pipes and radiators shall be protected by permanent screens which will prevent children from coming in contact with a hot surface.
Medicines, poisons, firearms, sharp-pointed and sharp edged instruments, matches, and other potentially dangerous substances and articles must be kept out of reach of the children at all times and storage of such materials not in daily use shall be in a locked cabinet.

6. CODE REQUIREMENTS:

a. General: The premises must conform with the applicable state laws and local ordinances of health, sanitation and safety as determined by the department.

b. Building: Group day care facilities shall meet all the requirements of the Massachusetts Department of Public Safety, Department of Public Health, and local requirements, local zoning and building construction regulations.

c. Fire: Inspection of building and wiring is done by the Department of Public Safety. Fire drills are not specified.

d. Safety: The premises shall meet the requirements of, and be inspected by the Department of Public Safety.

e. Sanitation: The premises shall meet the requirements of, and be inspected by the Department of Public Health.

7. LICENSING FEE: $15.00, no charge for renewal of temporary license.

8. CHILD HEALTH:

a. No child shall be admitted until the service has received from his parents a physician's certificate stating that the child is free from communicable disease, and that he has been satisfactorily immunized or is in the process of being immunized against smallpox, whooping cough, tetanus, diptheria and polio. Upon arrival and before, the physical examination shall be repeated annually. Also, the physician's certificate should also state the presence of any condition affecting the general health of the child, or any handicap and shall include suggestions that will be helpful to the center staff. Also, parents shall be encouraged to obtain needed medical treatment for their children.

9. OTHER:

a. Records and Reports:
   1. The licensee shall maintain prescribed records and file reports required by the Massachusetts Department of Public Health.
   2. The license to conduct an agency giving day care to children shall be prominently displayed.
   3. Certificates issued by the Department of Public Safety or community building inspector and the State Fire Marshall or community wire inspector shall be prominently displayed.
   4. A confidential record shall be kept of each child admitted. This record shall be on file in the agency, in accordance with a form provided or approved by the Department of Public Health.
   5. A daily attendance record shall be kept.
   6. A written statement of the requirements of the service pertaining to the health of the children and other matters shall be provided parents upon admission of any child.

b. Program: The day care center program should be planned around children to provide a continuous learning experience for the group and each child in the group. It must allow for freedom of action, creativeness, and flexibility and provide a time and

place daily for active and quiet play, indoor and outdoor play, and playing alone or in a group.
A plan of the daily program shall be displayed. The program shall follow the plan with reasonable closeness, but shall permit necessary flexibility and due regard for individual differences among children.

c. Educational Equipment: There shall be toys and materials to satisfy the needs of each child. Materials that can be manipulated and experimented with and used for creative activity, such as sand, dough, clay, paints, blocks, simple musical instruments, and picture books. Materials for dramatic play, such as dolls, toy animals, and materials for housekeeping play and dressing-up.

d. Outdoor Play Equipment: Equipment for large-muscle activities, such as swings, boxes, carts, and climbing apparatus.

e. Other Equipment: Chairs and tables of proper size for comfortable meals and eating equipment that is easily handled must be provided.
For each child receiving care for four hours or more daily, there shall be provided a cot and individual blanket or other covering.

f. Discipline: Corporal punishment shall not be used.

g. Nutrition: Children with food allergies or other conditions requiring special diets or vitamin supplements shall be served food and/or supplements in the amount and variety requested by the signed order of his physician. Also, sufficient time and a chance to enjoy learning to eat with others shall be provided.
Wholesome foods handled in a sanitary manner and attractively served shall be provided, in the variety and amounts necessary to meet the National Research Council Food Allowances, for all children under care for the periods of time specified below.

1. For 3 to 4 hours - light but nutritious midmorning or midafternoon snack.
2. For 5 to 8 hours - one-third to one-half of their food needs for the day in one regular meal (other than breakfast) and one or more snacks.
3. For 9 hours or more - two-thirds of their food needs for the day in two meals and one or more snacks. Breakfast or evening meal shall be served only when study has shown it to be in the best interests of the child and his family.

h. Insurance: not specified.

i. Transportation:

1. Any vehicle used for transporting more than nine children at any one time, and the drivers thereof, shall conform to Massachusetts school bus requirements as contained in the pertinent sections of Chapter 90 of the General Laws, and in the "Rules and Regulations Establishing Minimum Standards for Construction and Equipment of School Buses," Registry of Motor Vehicles.
2. Station wagons, sedans, or other private automobiles used for transportation of not more than 9 persons exclusive of the driver shall be registered as private livery if transportation thereby is paid for directly or indirectly by parents, guardians, or custodians of the children, and shall have school bus signs.
3. A day care service which provides transportation facilities shall supervise the transportation so as to preserve the health, safety and comfort of the children. A transportation schedule shall be arranged so that no child will regularly travel more than forty-five minutes between his home and the place where the service is operated.

j. Telephone: There shall be a telephone other than a coin-operated telephone for use in the day care facility.

10. SPECIAL PROVISIONS: a) Upon written approval from the Massachusetts Department of Public Health handicapped children needing special care or requiring extra individual attention may be admitted to a day care center, if there is sufficient qualified staff for their care.

b) Oral medication may be given to children by the staff of the service only upon the written request of a registered physician.

c) A written plan to cover the handling of injuries and emergencies shall be approved by and filed with the licensing authority and a copy shall be posted in the day care service.

MICHIGAN
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Social Services.

   b. Statute: Act 47, P.A. 1944, First Extra Session.

   c. Regulations: "Nursery Schools and Day Care Centers Recommended Standards and Requirements for Licensing," Department of Social Services Informational Pamphlet # 8, August 1968. "Minimum Health Guidelines for Group Day Care of Children," Michigan Department of Public Health, 1970.

2. DEFINITION: "Center" includes the Nursery School and Day Care Center.

   a. "Nursery School: A daytime group facility which has as its main objective a developmental program for preschool children, and whose staff meets the educational qualifications as established by the Michigan Department of Education. The term 'school' may be used only when the staff meets these qualifications."

   b. "Day Care Center: A daytime group facility which gives care for preschool children away from their homes but which need not employ a teacher approved by the Department of Education. It provides a program which promotes the development of the individual child and is under the direction of a person with experience in child care."

3. CHILDREN ELIGIBLE:

   a. Minimum-Maximum Age: 2-1/2 years - 5 years
      Number of Children: 5 or more

   b. Group Size Limits:

Age	Number of Children
2-1/2 - 5 (mixed)	No Limit Mandated
4 years	
5 years	
2-1/2 to 3 years	

   c. Child/Staff Ratio:

	Minimum	Recommended
2-1/2 and 3-year-olds	-- 10:1	8:1
4 year-olds	-- 12:1	10:1
5 year-olds	-- 20:1	15:1
2-1/2 through 5-year-olds-	10:1	8:1

"School-age children can be cared for when evidence of such need is presented. It is essential that staff must be assigned to conduct a suitable program for these children during out of school hours."

"If 35 or more children are enrolled, the director should be free from a regularly scheduled teaching assignment."

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: Not specified.

      2. Education/Training: "The Director or person in charge of a Day Care Center shall have a minimum of two years study at the college level.

      3. Physical: "Every person working in the center shall have a physical examination within one year prior to the time he or she is employed at the day care center or within 30 days after employment and annually thereafter." "Such an examination shall include a stool examination for typhoid if there is a history of typhoid, and a test for communicable tuberculosis."

         The tuberculosis test is required within one year before employment.

         No person who is a known carrier of typhoid bacilli or has a communicable disease, including tuberculosis in a communicable state, shall be employed or reside in a day care center. Persons shall not work at the center on days when they have sore throats or colds."

      4. Character: "Staff members in any center should have personalities combining warmth, spontaneity and sensitivity which enable them to work effectively with children, parents and teachers."

   b. Teachers: The head teacher or person in charge of programing of the nursery school shall meet the educational qualifications as determined by Michigan Department of Education.

      1. Age: 21 years old

      2. Education/Training:

A Bachelor's Degree in elementary education with an Elementary Provisional or Permanent teaching certificate and a minimum of 15 semester hours of credit in child development, or

A Bachelor's Degree with a Secondary Provisional Certificate and a major of at least 24 semester hours in child development, or

A Bachelor's Degree with a minimum of 15 semester hours of credit in child development and nursery education and a life certificate.

Assistant teachers should be under the direction of a fully qualified head teacher. They should have a minimum of two years of study at the college level and experience in work with groups of children under six years of age.

3. Physical: See 4.a.3 above.

4. Character: See 4.a.4 above.

c. Assistants:

1. Age: Not specified.

2. Education/Training: "Assistants should be under the supervision of the person in charge and should have some preparation for and experience in working with young children."

3. See 4.a.3 above.

4. See 4.a.4 above.

5. PHYSICAL FACILITY:

a. Use Restrictions: "Parts of a building used for hazardous operations, or occupancy that is unpredictable such as taverns, garages, repair shops and industrial operations are not suitable for day care centers and will not be certified to the licensing agency."

b. Physical Structure:

1. General: "All housing shall conform with local and

state building codes and shall be approved by the state fire marshal or local full-time fire bureau."

"Each center shall comply with the minimum standards for group day care of children as established by the Michigan State Health Department and shall have the approval of the state or local full-time health department."

2. Usable Floor Levels: "It is desirable that the day care center be located on the ground or first floor. Day care centers shall not be located above the second floor unless in a fireproof building.

   Spaces located partially below grade may not be used as a day care center unless approved in writing by Department of Public Health and meet the following requirements:

   Rooms located in basement must be at least 50% above grade.

   Floors and walls below grade are to be of waterproof and damp proof construction.

   Secondary means of egress available.

   Complies with requirements for lighting and ventilation.

   Complies with requirements for finish materials on walls, floors and ceilings."

3. Indoor Space: "There shall be at least 300 cubic feet of air space and at least 35 square feet of floor space per child exclusive of halls, baths, kitchens and closets."

4. Outdoor Space: "There should be a minimum of 75 square feet of play area per child and at least 1000 square feet of play area available to each day care center. The area shall be well drained.

   It is desirable that both shade and sunshine be available during part of the morning and afternoon.

   At least part of the surface shall be suitable for use in rainy weather.

   There shall be adequate protection from hazards, such as traffic, dangerous playthings, etc."

5. Lighting Requirement: Area not specified. "Rooms used for play and story activities shall be provided with at least 20 foot candles of artificial illumination in all areas. Ventilation shall be provided in all rooms where children eat, sleep or play either by an adequate mechanical system or by windows which can be opened. Every toilet and bathroom shall be provided with a window containing five sq. ft. of glass area, one-half of which can be opened. If mechanical ventilation is installed, it shall provide seven air changes per hour with provisions to insure operation at all times during use of space."

   "Windows located on or above the second floor accessible to children shall be equipped with bars or other effective devices, at day care centers with children four years or younger."

6. Toilets-Washbasins/Child Ratio: Every day care center operating more than three hours a day shall have at least one toilet and one lavatory for each 15 children or fraction thereof. Toilets shall be open front type.

   Half day centers shall provide at least one toilet and lavatory for each 20 children.

7. Special Features: All walls and floors shall be damp proof.

   An adequate thermometer shall be required in each room 24" above the floor.

   Bars on windows on/or above second floor with children four years or younger.

6. CODE REQUIREMENTS:

   a. General: Not specified. See above 5.b.1.

   b. Building: "All housing shall comply with local and state building codes and shall be approved by the state fire marshal or local full-time fire marshal."

   c. Fire: There shall be special attention in the following areas: construction, interior finishes, exits, means of egress, heating occupancies of stories, stairs and steps, housekeeping, other occupancy, fire alarm, and electricity.

d. Safety:

1. It is recommended that all staff members of the day care center have a certificate for successful completion of the Red Cross Standard First Aid Course.

2. Medications and first aid supplies shall not be accessible to the children.

3. There shall be adequate protection from hazards such as traffic, dangerous playthings, etc.

4. Stairways must be equipped with structurally sound handrails. If the steps are not enclosed, a balustrade shall be provided. Porches and/or balconies more than three feet higher than the adjacent areas shall have handrails 30"-36" high. Stairs or steps shall have uniform risers and treads and shall be in good repair.

5. Open fireplaces, hazardous radiators, steam and hot water pipes and stoves within reach of children shall be kept screened. Portable heating devices are not to be used. Fuel burning furnaces and stoves shall be properly vented to the outside.

e. Sanitation:

1. Insect and Rodent Control:
All outside openable windows and doors in rooms where food is prepared, served or eaten; sleeping rooms and toilet rooms, shall be screened from May 1 to November 1.

   Every foundation, roof and exterior wall, door, skylight and window shall be reasonably rodent proof.

   Every window located at or below ground level used or intended to be used for ventilation, and every other opening located at or near ground level shall be adequately screened to exclude the entrance of rodents.

2. Water Supply:
A safe and adequate supply of hot and cold running water under pressure is to be provided to all lavatories, showers and utility sinks. Hot water provided to bathing and handwashing facilities shall be tempered so as to prevent occurrences of burns to the users.

If water is provided from a private well, the location, construction and maintenance is to be in compliance with Rules 325.1451 through 325.1461 (Certain Water Supplies) of the Michigan Administrative Code.

Common drinking cups are not to be used. Approved drinking fountains, single service cups or individually used drinking cups are satisfactory.

Threaded faucets are to be provided with vacuum breakers.

No cross connections are to exist between a non-potable and potable water supply or between a public and private supply.

3. Sewage Disposal: All liquid wastes from the day care center shall be discharged into a public sewer system when possible. When a public sewer system is not available the sewage disposal system shall meet state or full-time local health department requirements.

4. Garbage and Refuse Storage and Disposal: In day care centers where lunches are prepared and served, suitable leak proof corrosion resistant containers are to be provided for the storage of garbage and refuse. Suitable lids or closing devices are to be provided to prevent the entrance of vermin or the scattering of its contents. Garbage and refuse disposal shall be provided periodically so as not to create a nuisance or attract vermin.

   Disposal of either garbage or rubbish on the grounds shall be in accordance with the Solid Waste Act 87 of the P.A. of 1965 and the Air Pollution Act 348 of the P.A. of 1965. Adequate facilities should also be available for the cleaning of containers. The storage area is to be suitably maintained.

5. Food Sanitation: All food shall be from sources approved or considered satisfactory by the health authority, and shall be clean, wholesome, free from spoilage, free from adulteration and misbranding, and safe for human consumption.

   All food while being stored, prepared, displayed, served, transported, shall be protected from contamination.

   All equipment and utensils shall be so designed and of such material and workmanship as to be smooth, easily cleanable, and durable, and shall be in good repair; and the food contact surfaces of such equipment and utensils shall, in addition, be easily accessible for cleaning, non-toxic, corrosion resistant, and relatively non-absorbent. All equipment shall be so installed and maintained as to facilitate the cleaning thereof, and of all adjacent areas.

All eating and drinking utensils shall be thoroughly cleaned and sanitized after each usage.

Dishwashing shall be carried out under specified sanitary conditions. Single service items shall be stored, handled in sanitary manner and used only once. All personnel shall wear clean outer garments, maintain a high degree of personal cleanliness, and conform to hygienic practices while on duty.

Adequate, conveniently located handwashing facilities shall be provided.

7. LICENSING FEE: None required.

8. CHILD HEALTH:

a. Each child shall have a medical examination performed by a qualified physician a maximum of 12 months prior to admission to the day care center and annually thereafter, or within 30 days of admission.

b. Each child enrolled shall have a health record signed by a qualified physician, kept on file by the director of the center and be available to representatives of the state or local health department. The health record shall include the following:

   1. Any history of recent exposure to communicable disease.

   2. A statement that the child has been examined and found to be free of communicable disease (including tuberculosis).

   3. A record which states that the child has been completely immunized against diphtheria, whooping cough, tetanus, poliomyelitis, measles and vaccinated for smallpox and the approximate dates of these procedures, or that innoculation and vaccination took place at the time of examination and will continue to completion.

4. A record of tuberculin testing, date and the result of the test-performed within 90 days before admission.

5. A description of all abnormal conditions which were found on examination.

6. A staff member designated by the director of the day care center shall inspect for his health status each child every day before he joins the group. Assistance with regard to techniques of inspection and observation can be requested from the public health nursing service.

7. Any child suspected of having an illness shall be isolated immediately in a room provided for this purpose. The room shall have a cot and chair and be of easy access to supervision.

8. In the event a child is receiving routine medication at the stipulation of a parent or guardian, it shall be the responsibility of the director to supervise the administration of the medication. Such medication shall be adequately labeled and written request and authorization by the parent or guardian for the administration of the medication shall be on file.

9. OTHER:

a. Records and Reports: A record shall be kept of each child which shall include:

1. Child's full name, age, and date of entry and discharge.
2. Full names of both parents or relatives.
3. Address and telephone number of parents.
4. Places and hours of employment of parents or relative.
5. Instructions for reaching parents or relatives.
6. Name, address, and telephone number of another person who might be reached in case of an emergency.
7. Name, address, and telephone number of family physician.
8. Accurate record of daily attendance.

In addition to the above, the certificate of health or a health record for each child required in "The Minimum

Standards for Group Day Care of Children" is to be kept on file at the center.

Staff physical examination forms.

b. Program: Every center shall have a balanced schedule of daily activities based upon developmental needs of children.

The program should include:

1. Morning inspection and continuing alertness to change in each child's appearance or behavior.
2. A provision for alternate periods of quiet and active play.
3. Play activities which provide learning experience for the group and for each individual child.
4. Mid-morning or afternoon snack of juice or milk and crackers affording a period of relaxation and pleasant conversation besides giving needed nourishment.
5. Rest or a quiet period of listening to records or stories, usually follows snack. Children who are in a center for more than four hours need an afternoon rest of one or more hours depending on the individual child.
6. Adequate provisions for toilet routine.
7. Provisions for outdoor play. The length of time outside is dependent upon the weather conditions, the ages of the children and the length of the program.
8. Well-balanced meals for children remaining through the lunch period.

c. Educational Equipment: Basic play equipment should include materials for dramatic play such as dolls, housekeeping units and dressup clothes, transportation toys and blocks. Materials that can be manipulated and experimented with such as clay, dough, sand, paints, scissors and paper tools, blocks, puzzles, musical instruments, and story books.

d. Outdoor Play Equipment: Climbing apparatus, wheel toys, swings, saw horses, boxes, carts and ladders to encourage vigorous play.

e. Indoor Equipment: Should include various height tables and chairs, low open shelves for blocks, transportation toys, etc.

Equipment shall be of size and design to fit individual child's developmental needs. There shall be of adequate and varied supply suitable play equipment and materials accessible to children.

f. Other Equipment: "A washable cot shall be available for each preschool child if time spent at the center is longer than three hours." There shall be at least three feet of space on all sides except where cot touches the wall. "There shall be a cot, sheet and blanket for every child who remains for afternoon rest."

g. Discipline: Not specified.

h. Nutrition: Food provided by the day care center shall be of sufficient quantity and nutritional quality to provide for the dietary needs of each child, after taking into consideration meals served to the child away from the center.

1. Children in group care from five to eight hours a day should have one-third to one-half of their food needs for the day met at the center. This should be provided by serving one main meal and one or two snacks.

2. Children in group care longer than eight hours a day should be furnished at least two-thirds of their day's food needs. These may be provided by two regular meals and one or two snacks.

3. Children arriving at the center before 8:00 a.m. with little or no breakfast need food soon after they get to the center. This should include fruit or juice, cereal or egg, toast, and milk.

4. Mealtimes should be scheduled to meet the children's needs and spaced so there are no excessively long periods without food. Snacks should be served at least one and a half hours before regular meals.

5. Centers should consider using the services of a dietitian or nutritionist to evaluate the adequacy of their programs in meeting the needs of the children enrolled. These consultants can assist in establishing procedures and solving problems related to menu planning, food preparation and service, and the development of good food habits. Menus shall be planned a week in advance, dated, posted, and kept on file for one year.

i. Insurance: Proper insurance coverage, if transportation is provided by the center.

j. Transportation: If transportation is provided by the center, adequate precautions shall be taken for the safety of children. These include:

1. A seat in the car for each child.

2. The car in good operating condition with safety locks on the doors which may be opened only from the outside.

3. An adult in addition to the driver in any bus or automobile transporting children to and from the Center.

4. Transportation on buses conforming to the Michigan School Bus Requirements.

5. Validity of driver's license for transportation of children.

6. Proper insurance coverage.

k. Telephone: Not specified.

10. SPECIAL PROVISIONS:

a. The cooperative Nursery School or Cooperative Nursery: These centers are organized by parents to provide good group experiences for their children and to study young children through active participation in the program. If the teacher has a certificate approved by the Department of Education, the center may be licensed as a nursery school, otherwise it is licensed as a day care center. The ratio of assisting parents in such centers should be approximately one adult to every five children.

b. Centers for the Exceptional Child: When the purpose of a center is to care for exceptional children, additional qualifications for the staff may be required as determined by the need of the children, e.g., certificate in special education, or a smaller ratio of staff to children.

MINNESOTA
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Public Welfare.

   b. Statute: Minnesota Statutes, Section 257-101 as amended, 1955; Section 257.081 Subdivision 4.

   c. Regulation: Standards, (Child Welfare Rule No. 3) for Group Day Care of Pre-School and School-Age children.

2. DEFINITION:

   "The term group day care refers to any facility that, for compensation or otherwise, regularly provides care for six or more children for all or part of a day."

   Such group day care may be known as a day nursery, nursery school, special school for pre-school children, day care center for school-age children, after-school program, or vacation day care program. Exception: The Commissioner may exempt certain group care centers from licensure; e.g., when they are under the direction of any established and accredited school system.

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: 3 years through 12 years
      Number of children: 6 or more

   b. Group Size Limits: Not specified.

   c. Child/Staff Ratio: 10:1

   Special permission must be obtained from the Department of Public Welfare for children who do not meet age requirements.

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: Not specified

      2. Education/Training: "The staff shall consist of one or more persons who by virtue of training and/or experience are qualified to provide a sound and meaningful group care experience for children."

3. Physical: "Each employee must be in good physical and mental health, and as evidence of this a report of a recent medical examination by a licensed physician must be submitted at the time of employment and annually thereafter. This report must include findings of a chest x-ray, vaccination for smallpox within the last five years, and current polio and diphtheria immunizations."

4. Character: "All staff must be of sound, physical mental and emotional well-being and of good character and reputation. All staff members should possess personality characteristics suiting them for work with groups of young people."

b. Teachers:

1. Age: Not specified.

2. Education/Training: See 4.a.2. above.

3. Physical: See 4.a.3. above.

4. Character: See 4.a.4. above.

c. Assistants: Same as teachers.

5. PHYSICAL FACILITY:

a. Use Restrictions: Not specified.

b. Physical Structure:

1. General: "The building must meet local legal requirements for zoning, housing, sanitation, fire protection water supply, and sewage disposal. Where there are no such local regulations, the recommendation of the State Board of Health and the State Fire Marshal shall be met."

2. Usable Floor Levels: "Only ground or first floors that have at least two exits to the ground level shall be used for children, with the following exceptions:

a. Upper floors may be used if they have more than one approved exit, safety rails on the stairways, and guards across the windows and at the top of the stairways.

b. Basements (50% below ground) may be used as accessory space and must be adequately ventilated, warm, and free from dampness and must have at least two functioning exits."

3. Indoor Space: "There must be a minimum of 35 square feet of usable floor space per child, exclusive of hallways, bathrooms, lockers, kitchens, and floor space occupied by the sanitary equipment."

4. Outdoor Space: There must be at least 75 square feet of usable play space per child.

5. Lighting Requirements: "Lighting shall be adequate in all rooms used by the children."

6. Toilet-Washbasin/Child Ratio: One toilet and one washbowl for each 15 children or fraction thereof.

7. Special Features:

   a. Space designated for use by the children shall be available for the children only when the program is in operation and shall include furnishings and equipment primarily for their use.

   b. "All stairways and corridors must be kept clear and free from obstructions at all times."

   c. "All outside doors shall swing outward."

   d. "Toilets and washbowl shall be child size, or sturdy platforms of suitable height shall be provided, washing and toilet facilities must be on the same floor as the playrooms and adjacent, if possible."

   e. "There shall be either a ventilating system or outside windows properly screened. A minimum room temperature of 68 degrees shall be maintained as measured at 24" above floor level."

6. CODE REQUIREMENTS:

a. General: See 5.b.l. above.

b. Building: See 5.b.l. above.

c. Fire: See 5.b.l. above.
"The building in which the nursery group is housed must have the number of fire extinguishers determined by the State Fire Marshal. Extinguishers must be in working order and recharged annually. Each staff member must be thoroughly acquainted with the procedure for operating the extinguishers."

d. Safety:

1. "Fireplaces, open-fenced heaters, radiators and electrical outlets must be protected by screens or guards. Gas heaters must be vented and installed with permanent connections and protectors."

2. "Dangerous items, such as drugs, firearms, cleaning materials and matches that are located anywhere on the premises must be inaccessible to children."

e. Sanitation: See 5.b.l. above.

1. "Sanitary drinking water must be provided from a drinking fountain of the angle-jet type or disposable individual cups."

2. "Dishes used by children must have smooth, hard glazed surface and be free from nicks and cracks, or disposable single service is acceptable. Dishes and utensils must be kept in sanitary conditions."

3. Food must be stored properly. Tables must be washed prior to serving food.

4. "All play equipment must be kept clean."

5. "Floors must be kept clean at all times, must not have splinters, cracks, or broken linoleum, and must not be slippery. No loose rugs shall be used."

6. "Paper towels and soap must be provided for the children's use."

7. "Sheets, pillows, and blankets must not be interchanged and must be kept clean at all times. Beds used by members of the household must not be used by the children."

7. LICENSING FEE: Not specified.

8. CHILD HEALTH: A physician's statement certifying that the child has passed a physical examination within three months prior to admission and that the child has current immunization against smallpox, diphtheria, whooping cough, tetanus and polio must be presented by parents.

"A daily health inspection must be given to each child upon arrival and before he associates with the other children. Any child showing symptoms of illness should not be admitted or at any other time of the day must be immediately isolated under an adult's supervision until he can be sent home."

Staff members must not give oral medications without a written order from a physician on file.

In the event of illness or accident, either the child's own physician or a designated physician should be called.

"When a positive diagnosis of a communicable disease is made, the families of the exposed children must be notified."

9. OTHER:

a. Records and Reports:

1. "Current identifying information shall be maintained on each child including the date of entrance and discharge."

2. "There must be adequate information on the child's parents, physician and other person known to the child to be reached in case of emergency."

3. "Daily attendance records for all children must be kept."

4. "A health report confirming an examination by a physician must be part of the records. This shall include up-to-date immunizations and tuberculin test."

5. "Current records shall be maintained on each employee. There shall be an annual physical examination including a chest x-ray."

b. Program: Every group day care facility shall have a balanced schedule of daily activities based on developmental needs of children. The program shall be posted for parents and visitors to see. The program shall be flexible and shall include social activities, such as free play, quiet activities, group activities, outdoor play and routine activities, to include health inspections, rest periods, a flexible plan for toileting and mealtimes.

c. Educational Equipment: Play equipment must be provided as follows:

   1. To encourage quiet activity (e.g., puzzles and other manipulative toys).

   2. To encourage dramatic play (e.g., housekeeping units and dress-up clothes).

d. Outdoor Play Equipment: Play equipment which encourages large muscle activity (e.g., climbing apparatus and large blocks) must be provided.

e. Other Equipment: Furniture must be provided as follows:

   1. "Tables and chairs must be child size and conducive to good posture."

   2. "There shall be low, open shelves for play materials and books that should be within easy reach of the children."

   3. "Individual space for each child's outer clothing."

   4. "A cot must be provided for each pre-school child in an all-day program."

   5. "There must be a first-aid kit and chart or handbook of instructions."

f. **Discipline**: "A child must not be separated from the group for disciplinary measures longer than 10-15 minutes. If a child is isolated for such a purpose, the room used must be well-ventilated and under supervision of an adult."

"Under no conditions is corporal punishment to be administered to children."

g. **Nutrition**: If the children are in care more than 4 hours, a well balanced meal must be provided. A snack of nutritive value should be served mid-morning and/or afternoon.

h. **Insurance**: "The operator of a nursery school should carry insurance protection, such as accident and liability or Workman's Compensation when appropriate." See 9.i. below.

i. **Transportation**: "If transportation is provided by the facility, the following practices must be adhered to:

1. Adequate insurance must be provided for all passengers.
2. The driver must be at least 18 years of age.
3. The driver shall have a school bus driver's license.
4. The conveyance must conform with the standards established by the Minnesota Motor Vehicle Department governing the transportation of children.
5. A conveyance used to transport the children must have a seat for each child. Safety belts should be used for all children.
6. There must be at least one adult in addition to the driver in any vehicle.
7. In delivering a child to his home, the driver must wait until the child enters the home.
8. The duration of the ride between a facility and any child's home must not be longer than one hour."

j. **Telephone**: "There must be a telephone in the facility."

10. SPECIAL PROVISIONS:

a. Infant Care: Not specified.

b. Physically and Mentally Handicapped Children: The following additional standards shall apply:

1. Child to Staff Ratio:

a. Between the ages 3 to 8	7:1

If two or more children are in wheel chairs, on sticks or crutches, or have to be carried, there shall be an additional aide. If the entire group is so handicapped, there shall be a principal staff person and two aides.

b. Between the ages 8 to 16	9:1

An additional adult aide shall be required for each four children handicapped as above described.

c. Over 16	10:1

2. Qualifications: The following requirements shall also apply:

a. Director: " The director must have graduated with a B.A. Degree from a four-year college sequence in which the major emphasis was in early childhood education, special education, social work, psychology, nursing or rehabilitation.

"Directors of centers who are already employed upon the effective date of these standards and who do not meet this requirement shall be eligible for continued employment in this capacity providing that they conform to the other requirements for this position.

Within a two-year period following appointment, the director must have taken at least one course of two credits or more from a recognized college or university, the subject of which course shall have been in the field of the care, training, supervision, education or rehabilitation of the handicapped children for whom he has responsibility in their work."

b. Staff Aides or Assistants: "Aides or assistants in a day care center for retarded must have had previous experience and/or education in the care, training, or rehabilitation of handicapped children or adults, preferably in a recognized education, foster care, or residential situation.

Persons in the staff category shall take such courses or particpate in such training as is made available to them."

MISSISSIPPI
Day Care Center
(Voluntary Licensing Only)

1. REGULATING AUTHORITY:

a. Licensing Authority: Mississippi does not have mandatory licensing for child care facilities. The Department of Public Welfare does maintain standards for group care of children 6 weeks of age and older and issues a voluntary Certificate of Approval.

b. Statute: Mississippi does not have a licensing law.

c. Regulations: "Minimum standards for Licensing of Group Day Care Facilities for Children" (1965)

2. DEFINITION:

The day care center provides care for a child in a group for a part of the 24-hour day while the parent is out of the home or otherwise unable to care for the child. Day care is designed to supplement and strengthen home life while it provides good educational experiences appropriate to the child's stage of development.

a. Day-care centers for pre-school children: If the day-care center provides care for children ages 6 weeks to six years, it provides within the "long-day" the equivalent of a good nursery school or kindergarten program depending on the ages of the children cared for.

b. Day-care centers for school-age children. If the day-care center provides care for school-aged children before or after regular school hours or if it provides day care for retarded or other handicapped children it provides a program suitable to the needs of the children cared for.

3. CHILDREN ELIGIBLE:

a. Minimum-maximum age: 6 weeks through 14 years

Number of children : 7 or more

b. Group Size Limits:

Age	Group Size
2 year olds	8
3 year olds	10
4 year olds	15
5 to school age	20
School age	25

c. Child/Staff Ratio:

Age	
2 year olds	8:1
3 year olds	10:1
4 year olds	15:1
5 to school age	20:1
School age	25:1

Group size refers to number of children enrolled and not to the number in average daily attendance. Facilities governed by these standards are those which care for seven or more children for part of the 24-hour day.

4. STAFF QUALIFICATIONS:

a. Director:

1. Age: The Director must be over 21 years of age and no more than 70 years of age.

2. Education/Training: The Director must have at least two years of college work including courses in child development and the behavioral sciences. Two years of regular paid employment in a day-care center or pre-school facility may be substituted for the two years of college work.

3. Physical: All persons who care for children in centers or who must come in contact with their food or clothing shall be in good physical and mental health.

Each person caring for children in a center must have a medical examination at least once a year and must present a medical certificate from a licensed physician certifying that he is in good physical and mental health and is free from communicable disease. The medical examination must include medical history, physical examination, x-ray of the chest, or tuberculin test and such other laboratory examinations as deemed necessary by the physician or health officer. Laboratory examinations for the typhoid carrier state, syphilis and gonorrhea shall be done when deemed necessary by the physician, a regulatory agency or the sponsoring agency.

4. Character: All staff must be of good character and have the ability to interact with the children.

b. Teachers:

1. Age: The teacher must be over 21 years of age and under 65 years of age.

2. Education/Training: The teacher must have at least two years of college work including courses in child development and the behavioral sciences. Two years of regular paid employment in a day-care or pre-school facility may be substituted for the two years of college work.

3. Physical: See 4.a.3. above.

4. Character: See 4.a.4. above.

c. Assistants:

1. Age: Not specified.

2. Education/Training: Assistant teachers must have had the education or life experience so that:

    1. They are of at least average intelligence.
    2. They are able to write and speak grammatical English.
    3. They have interest in, and basic knowledge of, the world around them.

3. Physical: See 4.a.3.

4. Character: See 4.a.4.

5. PHYSICAL FACILITY:

a. Use Restrictions: Not specified.

b. Physical Structure:

1. General: Building must be so constructed that it is dry; that windows and doors, stoves and pipes are protected; the floor is free from splinters, easily cleaned, and damp proof. All rooms and equipment must be kept clean and in good repair.

2. Usable Floor Levels: Under no circumstances may children be housed above the second floor or in basement rooms which are without windows that children can see out of.

3. Indoor Space: There must be 30 square feet of indoor floor space per child. Halls used as passageways, bathrooms and kitchens, adjoining bedrooms, and floor space used by permanent built in cabinets must not be considered as play space for children.
If the program is such that naps are required, adequate space must be provided for children taking naps. Two feet of space must be allowed on all sides of cots, except when screens are used, or when the cot touches the wall.

4. Outdoor Space: The outdoor play area provided must contain at least 65 square feet of usable play space per child. Both shade and sunshine must be available during part of the morning and afternoon, and the surface must be such that at least part of it can be used in wet weather. There must be adequate protection from hazards, such as traffic, dangerous play equipment, deep pools, holes, etc. If the play space is not fenced, such protection can be provided by adjacent building walls, thick hedges, etc.

5. Lighting Requirements: In order to insure that there is sufficient light and ventilation, the ratio of glass areas to floor areas must be at least 1 to 8. Provisions for shading the windows must be made when the rooms are used for naps.

6. Toilets-Washbasins/Child-Ratio: Toilet facilities must be convenient to the playrooms and to outdoor play space. There must be one toilet and lavatory for every 20 children age 5 and over. Toilets and lavatories must be appropriate to the size of the children. If not, steps or platforms must be used to make the facilities safe and suitable for the child.

7. Special Features: Separate kitchen area must be provided by those centers serving one or more meals during the day.

6. CODE REQUIREMENTS:

a. General: The housing of all group child care facilities shall conform to local and state building codes and with local fire ordinances.

b. Building: "There shall be no enclosed space under stairways in an exit enclosure, nor shall the open space under stairways be used for any purpose."

All required exterior doors shall open in the direction of exit travel.

Exterior exit doors shall open on landings not less than width of the door.

Every room shall have access to at least two approved means of egress from the building without passage through intervening rooms other than corridors or lobbies."

c. Fire: "All facilities shall have an annual inspection by a local fire prevention officer."

Fire drills shall be held monthly and the staff must have a specific plan for evacuation of children in case of fire or other emergency.

Trash must not be allowed to accumulate, but provision must be made for disposal of trash in an approved manner.

There must be sufficient water pressure for the purpose of fighting fire.

Fire escapes must be provided for all buildings when floors above the first floor are used to house children at any time.

"Standard type fire extinguishers shall be provided and so installed and maintained as to be conveniently available for use at all times."

"Building personnel shall have knowledge of the use of the fire extinguishers."

"Heating systems shall be approved by the local fire department."

"Where a heating system is used on a story below where children are housed provision must be made to prevent the spread of fire to upper story."

Rooms housing boiler or central heating systems shall be enclosed by a one hour rated fire wall.

Storage of combustible materials shall be completely separate from heating system or any source of heat.

Protection shall be provided heating system to prevent the accidental burning of children. See also 5.b.1. above.

d. Safety: See 6.b and 6.c above.

e. Sanitation: All facilities must be maintained in a sanitary manner and must be inspected annually by the local health department and as often in addition to that as deemed necessary by the Health department. The center must furnish a report of the sanitation inspection on forms provided by the Welfare Department.

If food is served, the center must meet all conditions specified in "Regulations Governing Food and Food-Handling Establishments" of the State Board of Health. Proof of compliance must be submitted in the form of a written statement from the local health department.

All centers shall comply with the State Board of Health regulation governing control of flies, mosquitoes, rats and other vermin.

If drinking fountains are provided, they must be of a type to prevent children from touching lips to outlet. In lieu of sanitary drinking fountains, single service containers must be used.

7. LICENSING FEE: None required.

8. CHILD HEALTH: "The parent must furnish a health certificate not more than one month old from a physician or from the county health department certifying that the child has had a complete physical examination and is free from communicable disease, and that there is no history of recent exposure to communicable disease."

"Immunizations required are diphtheria, whooping cough, tetanus, and poliomyelitis. Typhoid shots shall be given if required by local health department. Tuberculin test shall be done on recommendation of physician or county health officer when indicated before admission of a child to a center."

"Every child must be inspected each morning upon arrival at a center. This inspection shall be done by the teacher on duty who is best qualified or by a nurse available at the center. Children who are suspected of having a contagious condition must be isolated and returned home."

"There must be a provision for an isolation area where a sick child may be cared for until he can be taken home. It must have a cot, bed linens and play equipment which can be sterilized and it must be easily supervised."

"The director of a child care facility shall report to the local health officer or public health nurse, if there is no health officer, and to the child's physician in cases of unusual or dangerous communicable disease for instruction about procedure."

9. OTHER:

a. Records and Reports: The day care center must keep records and reports. These records shall be available to the State Department of Public Welfare upon request.

Financial records: Adequate financial records shall be maintained. These records must show the centers financial ability to provide adequate care for children as specified in the statement of purpose.

Personnel Records: Personnel file shall be maintained for all employees. This file must include Certificate of Health and/or health card and other pertinent information, including educational background and previous work experience.

Childs records: "Individual records must be kept on each child in attendance at the center. These must include personal history and identifying information, health records, and certificates, child's progress report, written authorizations, and a daily attendance record on each child."

Food Service Records: "If meals are served, records pertaining to the purchase of food, inventory of food and meal planning must be maintained."

Emergency Information Sheet: "The information sheet with name, address, and telephone number of each child and the name, address and phone number of a person to be notified in case of emergency must be posted near a telephone. Telephone numbers of nearest hospital, police station and Fire Department must be posted on the emergency information sheet."

b. Program: The daily program, based on individual and group development needs, must provide for:
   1. Periods of active and quiet play;
   2. Regular outdoor play;
   3. Ample time for indoor play; and
   4. Creative activities.

   Provision for a rest for all children must be made, whether the child is in school for half day or all day care. If the children remain more than five hours, a supervised nap or rest period of at least one hour must be provided.

c. Educational Equipment: The following must be provided:
   1. Creative materials and equipment;
   2. Science materials and equipment
   3. Music equipment
   4. Books
   5. Equipment for learning social skills

d. Outdoor Equipment: Outdoor equipment must provide opportunity for good physical and motor development.

e. Other Equipment: Tables and chairs of proper height and size must be provided for quiet activities. Individual lockers, and open shelves for storing play equipment are necessary. If afternoon naps are part of the program, a washable cot or mat must be provided. Individual sheets and adequate covers must be provided.

f. Discipline: Not specified.

g. Nutrition: The Day Care Center must make adequate provision for meeting the food needs of children in its care. If a child is in care for more than four hours, he must be served a hot, well-balanced meal.

MISSOURI
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Public Health and Welfare.

   b. Statute: Sections 210.201 - 210.246 Laws of Missouri, 1955.

   c. Regulations: "Regulations and Standards for Licensed Day Care Centers (day nurseries)."

2. DEFINITION: "A day care center or day nursery is an organized group program, not in a family home, for children three years of age or older. Such facilities providing care for 7 or more children are considered day care centers (day nurseries) and shall meet licensing regulations set forth for such service." Excluded from the definition are services provided by persons related by blood, marriage, or adoption, services provided for personal guests, and graded boarding school, nursery school, summer camp, hospital, sanitarium or home which is conducted in good faith primarily to provide education, recreation, medical treatment or nursing, or convalescent care for children, business for convenience of the customers, school system, religious order, state, city, or county."

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: 3 years and older
      Number of children: 7 or more

   b. Group Size Limits: None specified.

   c. Child/Staff Ratio: 3 to 5 years 10:1
      5 and older 15:1

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: Persons responsible for a group of children shall not be less than 18 or over 65 years of age.

      2. Education/Training: The director should have completed at least two years of training (60 college hours) in an accredited college or university to include courses in education or related fields or have had at least two years

of responsible full time paid experience (or its equivalent) in working with children in a group setting.

3. Physical: all persons shall be in good physical and mental health as established by a complete examination by a duly licensed physician.

4. Character: All persons shall be of good character and temperament for work with children and must be mature, responsible adults, possess ability to understand and accept individual differences in children, and have qualities of warmth and friendliness.

b. Teachers:

1. Age: See 4.a.1. above.

2. Education/Training: All persons shall be equipped by education, training and experience for the work they are required to do.

3. Physical: See 4.a.3.

4. Character: See 4.a.4.

c. Assistants:

1. Age: See 4.a.1. above.

2. Education/Training: All persons shall be equipped by education, training, and experience for the work they are required to do.

3. Physical: See 4.a.3. above.

4. Character: See 4.a.4. above.

5. PHYSICAL FACILITY:

a. Use Restrictions: Not specified:

b. Physical Structure:

1. General: The physical plant shall be safe and suitable for the care of children and for the program of activities. The day care center shall be located in an area which offers no physical or moral hazards to the health, safety or welfare of the children.

2. Usable Floor Levels: Not specified.

3. Indoor Space: The playrooms shall provide 35 square feet of floor space per child, excluding floor occupied by permanent built-in cabinets and shelves.

4. Outdoor Space: There shall be a minimum of 75 square feet of outdoor play area at time of use. It shall be properly surfaced and fenced and conveniently located to permit children to reach it without hazard.

5. Lighting Required: Window space shall be at least 1/8 of the floor area of the room and 50% of the required windows shall be openable.

   Artificial lighting shall be at least 25-35 foot candlepower.

6. Toilets-Washbasins/Child-Ratio: One of each for every 10 children. When a day care center offers care to school age children, separate toilet facilities shall be provided for boys and girls. Separate toilet facilities shall be be provided for staff.

7. Special Features: The walls and floors shall be finished so as to be attractive and easily cleaned. The floors of all rooms shall have a surface which provides safety, warmth, and cleanliness.

6. CODE REQUIREMENTS:

   a. General: The building and premises shall conform to construction, maintenance, water supply, zoning, and sanitation requirements of the locality. Certificates of compliance shall be requested and obtained.

   b. Building: See 6.a. above

   c. Fire: The building and premises shall comply with regulations of the Safety and Fire Prevention Bureau of the State Department of Public Health and Welfare or the Director of the Division of Welfare may designate any instrumentality of a political subdivision of the State of Missouri to make such safety and fire prevention inspections for certification of compliance with local safety and fire prevention ordinances.

d. Safety: Fire places and open-faced heaters, hot radiators, or floor furnaces shall be protected by adequate screens.

All equipment shall be kept in good condition, free of sharp, loose, or pointed parts, and well painted. Only lead free paint shall be used.

Climbing equipment, swings, and slides shall have resilient material such as sand, tanbark or pecan shells underneath in case a child might fall.

e. Sanitation: Drinking water from a fountain or sanitary cup shall be readily available both in the play room, and on the playground.

7. LICENSING FEE: Not required.

8. CHILD HEALTH:

a. The day care center shall require prior to admission a physician's report indicating that the child is in good general health, without defects or illness which would endanger other children in the group or make his participation in the group inadvisable.

b. There shall be a daily inspection of each child upon arrival given by a staff person who has been instructed in the proper procedure by a trained nurse or physician.

c. Space shall be required for the isolation of children who develop signs and symptoms of illness during the day.

d. All children shall be immunized against diphtheria, poliomyelitis, whooping cough, and vaccinated against smallpox unless the child's physician or religious belief gives reason for not immunizing.

9. OTHER:

a. Records and Reports:

Case Records: A complete and current record shall be maintained for each child and shall be readily available at all times. The record on each child enrolled shall include the following:

Identifying information including:

Child's full name, birthdate and current address.

Father's full name.

Mother's full name.

Addresses of both parents, if available.

Name, address, telephone number (home and business) and signature of person or persons responsible for child.

Name of person authorized to take child from the center.

Names, addresses, and telephone numbers of relatives.

Name, address; and telephone number of physician or clinic to be called in an emergency.

Health information including:

Health history prior to admission, including immunization.

Physician's pre-admission report.

Instructions for action to be taken in the event parent or physician designated by parent cannot be reached.

Continuing health information including:

Information on illnesses while enrolled in day care center.

Information concerning any accident or injury to child while at day care center, or any emergency medical attention.

Any significant information learned from observing the child.

Information about enrollment and attendance including dates of admission and discharge.

b. Program: There shall be a well-balanced program of daily activities appropriate for the ages of the children served and shall include educational play experiences and free choice of play, allowing for both group activities and individual interests. The daily schedule shall provide a certain amount of regularity to permit children to have the security of knowing what comes next, and a regular schedule of physical routines--meals, snacks, naps, and toileting.

c. Educational Equipment: Play materials and equipment in sufficient variety to meet the interests and needs of the children accepted for care shall be provided.

d. Outdoor Equipment: See 6.d.

e. Other Equipment: Each child shall have his own chair and sufficient table space for eating and table activities. There shall be a cot or bed and appropriate bedding (a sheet and blanket) available for each child who naps.

f. Discipline: The day care center shall use only constructive methods of discipline. As discipline is part of education in preparing a child for social living and group participation, any technique which is humilating or frightening to the child shall not be used. Punishment or threat of punishment shall not be associated with food, rest, isolation for illness, or toilet training.

g. Nutrition: The day care center shall provide the child with approximately one-third to one-half of his daily food needs. Information about the menus shall be available to the parents. A mid-morning and mid-afternoon snack shall be served to the children.

h. Insurance: Not specified.

i. Transporation: If transportation is provided by the day care center adequqate provisions shall be taken for the safety of the children. These shall include:

1. A seat in the car or bus for each child;
2. The car in good operating condition with safety locks on the doors.

3. An adult in addition to the driver in any bus transporting to and from the day care center, proper license and permits for transporting children; and proper insurance coverage.

Pre-school children shall not be in transportation more than one hour daily (one-half hour each trip.)

j. Telephone: The day care center shall be equipped with a telephone unless this service cannot be provided by the telephone company.

MONTANA
Day Care Centers

1. REGULATING AUTHORITY:

a. Licensing Authority: Department of Public Welfare.

b. Statute: Chapter 247, Montana Session Laws 1965.

c. Regulations: State of Montana, Standards Relating to Licensing of Day Care Centers for Children, Revised June, 1968.

Part I: State Department of Public Welfare, Standards for Day Care Centers.

Part II: State Board of Health, Standards for Day Care Centers.

Part III: State Fire Marshall, Standards for Day Care Centers.

2. DEFINITION:

"Day Care Center means any day care facility that receives 7 or more children for care for 5 or more hours a day, for 5 or more consecutive weeks. It may include facilities known as child care centers, nursery schools, day nurseries and centers for the mentally retarded." Exceptions: Care by relatives and facilities for educational purposes.

3. CHILDREN ELIGIBLE:

a. Minimum-maximum age: 2 years to 14 years
Number of children : 7 or more

b. Group Size Limits:
2 to 4 year olds - 12 to 15
4 to 5 year olds - 15 to 20
5 years or older - 20 to 25

c. Child/Staff Ratio:
2 to 4 year olds - 10:1
4 to 5 year olds - 10:1
5 years or older - 10:1

"Each group shall have a full-time teacher and assistant, and shall be limited to the number of children of a given age whose individual needs can be appropriately met."

"If the group exceeds 20 children there shall be an additional staff member for each unit of children numbering up to ten."

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age - Not specified.

      2. Education/Training: Teachers and others who work directly with children should be selected on the basis of personal qualities, as well as other qualifications.

      3. Physical: "Every person coming in contact with children in the center shall have an examination by a physician to determine that the person is free from any physical or mental illness which might conflict with the child's interest. It will include a test or tests, to determine the presence, or absence of active pulmonary tuberculosis."

      4. Character: "The traits most essential for teacher, group leader or day care mother to have, are dependability, consistency, flexibility and willingness to learn. The person must be resourceful and have an interest in and capacity for enjoying children, and also have the ability to deal in a non-punitive, but firm fashion with out-of-bounds behavior.

   b. Teachers Included above.

   c. Assistants

      1. Age: Not specified

      2. Education/Training: Personal qualifications are of primary importance, because of the influence on the child with whom he spends long hours each day.

      3. Physical: See 4.a.3. above.

      4. Character: See 4.a.4. above.

5. PHYSICAL FACILITY:

   a. Use Restrictions: "The care of children shall not be combined with the care of the aged, convalescent or maternity patients."

b. Physical Structure:

1. General: "In so far as possible, the day care facilities should be located in or near the neighborhoods where children needing them live."

2. Usable Floor Levels: "Only ground, or first floor space may be used in caring for children, with the following exceptions:

   a. A warm, dry, well-ventilated and lighted basement, with two accessible exits may be used for part-day sessions not exceeding three hours.

   b. Upper floors may be used when they are entered from enclosed stairways with safety rails, have guards across windows and at top of stairs and have two exits meeting the requirements of State Fire Marshall."

3. Indoor Space: "The indoor play area of the group receiving care shall contain a minimum of 35 square feet of usable floor space per child exclusive of other space not primarily designated floor space."

4. Outdoor Space: "Minimum of 100 square feet of usable space free from hazards and fenced if necessary."

5. Lighting Requirements: "The lighting shall reach 25-30 feet candle in all parts of the room. Windows should be located so as to permit the children to see outdoors."

6. Toilet-Washbasin/Child Ratio: "There shall be at least one toilet and adequate provisions for hand washing."

7. Special Features: Not specified.

6. CODE REQUIREMENTS:

a. General: "The building shall meet the legal requirements of the community as to zoning, sanitation, fire protection, water supply, sewage disposal. Where local regulations do not exist, laws and regulations of the Montana State Board of Health and the State Fire Marshall shall prevail."

b. Building: See 6.a. above.

c. Fire: " The building shall meet local regulations, plus the published "Fire Safety State of Montana Standards" prepared by the State Fire Marshal, June 1968, plus the requirements of Pamphlet 101, Life Safety Code, 1967 Edition, National Fire Protection Association."

d. Safety: " The building must be sound in structure, safe for children, and as fire-resistant as possible. The building and premises shall be maintained in a clean and hazard-free condition. The operator shall remove, or cause to be removed, any dangerous object or condition." Both liability and fire insurance coverage are required.

c. Sanitation: "Water shall be from a source approved by the Montana State Board of Health."

"All plumbing shall meet the requirements of the Montana State Plumbing Code."

"A sink for washing hands shall be immediately accessable to kitchen help."

"Sanitary drinking facilities shall be provided, in the way of paper cups, individual cups or glasses washed after each use, or a fountain of approved design."

"Kitchen facilities must be separate from the playrooms."

7. LICENSING FEE: No fee charged.

8. CHILD HEALTH: "No child shall be admitted to a day care center, except in an emergency, before obtaining from his physician the "Medical Record for Children Receiving Care", prescribed by the Montana State Board of Health stating that he is free from disease and has been immunized, or is in the process of being immunized against smallpox, diptheria, tetanus, polio and measles. Children under 5 shall be immunized against whooping cough.

There shall be daily appraisal of children's health.

There shall be a suitable isolation area for children who are ill or suspected of having a communicable disease. An adult shall be immediately available to an isolated child."

9. OTHER:

a. Records and Reports: "The day care center shall keep an adequate record together with identifying data and information on each child in care. All required information is for the physical and legal protection of the child and the center, and for use in the case of an emergency."

"Day Care Centers will make a monthly report showing type of facility and the number of children provided with care."

b. Program: "There shall be a supervised nap period for children under 5 and a rest period for children 5 or older.

The furnishings and equipment available for the children contribute to the quality of the program, by making the children secure, inviting their interest, promoting cooperation and suggest active and quiet play."

c. Education Equipment: " Materials on shelves, at easels, workbench, etc. shall be kept within the children's reach."

d. Outdoor Play Equipment: "Equipment which requires as little supervision as possible shall be selected.

There should be apparatus for climbing, supplies for building, and enough different kinds of equipment so every child has the opportunity to lift, pull, push and climb during outdoor play hours.

Supports for climbing and other equipment shall be securely anchored at least 18 inches underground."

e. Other Equipment: "Well-made tables and chairs of appropriate size shall be provided."

"Movable low shelves or low screens should be available for dividing areas of special activity."

"Individual cots, beds or mattresses required for napping. If children under care less than 5 hours, individual rugs or pads may be used."

f. Discipline: Non-punitive but firm.

g. Nutrition: "Children in care for more than 2 1/2 hours shall receive midmorning or midafternoon refreshments such as fruit, fruit juice or milk. If children remain in care for more than 4 hours, a full balanced meal, of at least one hot dish shall be provided by the facility. This meal shall provide 1/3 to 1/2 of the child's total daily requirements. Children shall have a least a 10 minute quiet period before meals and be comfortably seated at tables for meals."

h. Insurance: "Public liability insurance and fire insurance shall currently be in force for the protection of the operator, staff, and the day care facility."

i. Transportation: Not specified.

j. Telephone: "There shall be a telephone located on the premises and readily available for use in case of emergencies."

10. SPECIAL PROVISIONS:

"Handicapped Children: May be included in the group provided that a suitable program is provided for them and there would not be a hazard to the other children. There shall be added staff who are familiar with and able to cope with problems."

NEBRASKA
Day Care Centers

1. REGULATING AUTHORITY:

a. Licensing Authority: Department of Public Welfare.

b. Statutes: Nebraska Statutes (revised, 1943) Article 19 Board and Care of Children, Section 71-1901 to 71-1905.

c. Regulations: "Minimum Standards for Licensing Day Care Centers Caring for Children, State Department of Public Welfare, Division of Child Welfare, June 1967."

2. DEFINITION:

"A day care center provides care for more than seven children over two years of age for any part of the day from 6:00 a.m. to 7:00 p.m. This includes the operator's own children, or relatives' children, under thirteen years of age. It may be located in the operator's home or in a setting away from the home. Seven children may be cared for until 12:00 midnight, providing an adult is awake during the time the children are in the home."

Excluded from the above definition are shopper and bowler services, private preschools, migrant day care where no fee is charged, short term care where parent is in building, day care where no fee is charged, and Head Start programs.

3. CHILDREN ELIGIBLE:

a. Minimum-maximum age: 2 years or older.
Number of children: 7 or more for any part of day; 6 a.m. to 7 p.m.

b. Group Size Limits: Not specified.

c. Child/Staff Ratio:

6 to 13 years	12:1
2 to 6 years	7:1

"It is recommended that children under 3 be placed in family homes rather than day care centers. When more than 25 preschool children are receiving care there shall be a maintenance person engaged."

4. STAFF QUALIFICATIONS:

a. Director:

1. Age: 21 to 65 years of age.

2. Education/Training: "It is recommended that the administrator have four years of college or university with emphasis on nursery school education, child development or related field; work experience in school teaching or employment in a day care center or institution can be a satisfactory substitute for formal training."

3. Physical: "The necessary number of medical report forms will be sent with the application. This report, signed by a licensed physician, shows that the applicants are free from infections or contagious diseases and that they are physically and mentally capable of caring for the children."

4. Character: "The administrator shall be a reliable and efficient person of good moral character as determined by references, the licensing worker's evaluation, and clearance with local police records."

b. Teachers:

1. Age: 21 to 65 years.

2. Education/Training: "It is recommended that the staff person should have college training in nursery school education. Her knowledge should include: Awareness of social, emotional and mental development and needs of children."

3. Physical: see 4.a.3. above.

4. Character: Not specified.

c. Assistants:

1. Age: "Persons between 16 and 21 years of age may be used as staff only when an adult over 21 is present at all times. Operator and staff shall not be more than 65 years of age."

2. Education/Training: Not specified.

3. Physical: see 4.a.3. above.

4. Character: Not specified.

5. PHYSICAL FACILITY:

a. Use Restrictions: "No center shall be located in a building used for other business purposes which would be hazardous to the children or would limit outdoor play."

b. Physical Structure:

1. General: "All centers shall conform to state and local health and sanitation standards, and to state and local fire prevention standards."

2. Usable Floor Levels: "Centers should be located on the ground floor, however the second story may be used if it is approved by the fire inspector."
Basements shall be used for play activity only and not for complete child care. If used for play, approval shall be given by the fire inspector.

3. Indoor Space: "35 sq. feet per child not including bathroom, halls, kitchen or basement."
If the center accepts school-age children, space should be provided in which they can engage in appropriate play, rest, study, etc.

4. Outdoor Space: "It is desirable that outdoor play space measure 72 sq. ft. per child."

"A fenced outside play area shall be provided for preschool children."

5. Lighting Requirements: "Artificial lighting shall be restricted to the use of electricity only. All rooms shall be well-lighted. The window area shall be not less than 1/8th of the floor area. Each sleeping room shall be an outside room with natural lighting. Working surfaces where food is prepared or utensils are washed shall be lighted with no less than 20 foot candles. Hallways, stairways, inclines, ramps, entrances, and storage rooms shall be lighted with not less than 10 foot candles. Rooms devoted to the care of children shall be located so they receive sunlight during part of the day."

6. Toilets-Washbasins/Child Ratio: "1 of each for every 10 children. 1 of each on the first floor where more than 4 pre-school children are receiving care."

7. Special Features: Each child shall have a space to keep his individual belongings.

6. CODE REQUIREMENTS:

a. General: Not specified.

b. Building: "The applicant is responsible for determining that all local zoning requirements and building codes and ordinances have been met."

c. Fire: "Unless otherwise provided the fire requlations vary with the number of children present. With two children it is necessary to have two exits from the house and two exits from the basement."

"With two to four children it is necessary to comply with heating, basement exit, lighting, cleanliness and general maintainence regulations. Also, it is necessary to firestop all openings from the basement and provide fire-resistant doors."

"With four to seven children, it is also necessary to comply with enclosed stairway, fire extinguishers and evacuating plan regulations, and to include adult supervision if use of second floor is made."

"With eight or more children, automatic sprinkler and fire detection systems and wall and ceiling regulations are included."

"Boarding-Day-Care-Homes follow the Boarding Home Regulations."

d. Safety: "The grounds shall be kept neat and clean and shall be free from rodent harborages and accident hazards. The play area shall be fenced and free from barnyard animals or fowl."

"Accident hazards such as flammable materials, deep pools, farm and lawn equipment shall be made inaccessible. Potential accident hazards such as uncovered wells, broken glass, boards containing nails and other debris shall be eliminated."

"Firearms, ammunition, other potentially hazardous materials, and drugs shall be kept locked up."

"A first aid manual and first aid materials shall be immediately available."

e. Sanitation: "All rooms shall be clean and dry and the floors, walls and ceiling shall be kept clean and in good repair. Clean individual cots, sheets and coverlets shall be provided for each child. A basement area shall only be used for play or activity and shall meet all sanitation standards. The building shall be rodent proof, the temperature of the rooms used shall be between 70-75 degrees Fahrenheit. The toilet room shall be clean, in good repair, well-lighted, well-ventilated and fully enclosed. Individual towels and individual wash cloths shall be provided."

"The water supply shall meet the current standards set up by the State Department of Health. Running water and adequate hot water shall be required. All garbage and refuse shall be collected, stored, and disposed of in a manner which will not create a nuisance."

"Combs, brushes, and toothbrushes shall be distinctly marked for individual use."

"There shall be a kitchen for the proper preparation and storage of food. The store rooms shall be kept according to the specifications given. All food shall be clean, wholesome and so prepared as to be safe for human consumption."

"All utensils, shelves, tables, sinks, etc. shall be constructed so as to be easily cleaned and shall be kept in good repair. All of these will be cleaned according to the specifications stated."

"All utensils shall be stored in a clean, dry place."

7. LICENSING FEE: $1.00.

8. CHILD HEALTH: "Immunizations for smallpox, tetanus, diptheria, whooping cough, and poliomyelitis are required. A health examination shall be given to each child as he arrives and before he joins his group. Ill children shall be isolated from the group but should be under the close supervision of an adult. The Department of Health and the families of the exposed children shall be notified."

9. OTHER:

a. Records and Reports: "For each child, records shall be maintained which contain personal information, party to be notified in event of an emergency, a health record, attendance, parental authorizations, etc."

"Personnel records are to be maintained."

"Reports shall be made to the advisory committee of a tax supported agency about the centers operation."

"Reports shall be made to the Division of Child Welfare changes in the family or center which affect its child care activity. These include: number of persons in the center, marital changes, serious injury, illness or death, building changes, plan to terminate services."

b. Program: "The child shall be permitted to become acquainted with the center as he is able. Alternating periods of active and quiet, restful periods shall be provided. The program should give the child the opportunity to broaden his knowledge and to learn independence. Unless prevented by the weather there should be a period of outdoor play each day."

c. Educational Equipment: "Child size furniture shall be used. Each child shall be provided with a chair and table, either a single unit or a table at which a group can be seated."

"Toys and play materials shall be sturdy. Equipment and play material should stimulate a child's interest and imagination." Equipment suggested include: books, art supplies, musical instruments, piano, record player, toys of all kinds. If birds, pets or fish are used in the science area they will need special equipment."

d. Outdoor Play Equipment: "Suggested outdoor equipment includes climbing structures, swings, boards, sawhorses, wagons, tricycles and other toys suitable for active outdoor play."

e. Other Equipment: "A child size cot shall be provided for each child. Provision shall be made for hanging the child's wraps."

f. Discipline: "Consideration for the child and consistent direction will help him live comfortably with the group. Punishment which is humiliating or frightening, or physically harmful to the child, shall not be used. Punishment shall not be associated with napping, toilet training or deprivation of food. The use of isolation shall be discouraged."

g. Nutrition:

1. "Simple wholesome food shall be served to children in quantities suitable to their ages and activities. A morning snack, a noon meal and an afternoon snack shall provide 1/3 of the child's daily nutritional requirements."

2. "Children in group care for from 5 to 7 hours shall be provided with 1/3 to 1/2 of their food needs for the day at the center."

3. "A mid-morning and after-nap-time snack shall be provided for the preschool child. An after school snack shall be provided for older children."

h. Insurance: "Ordinary liability insurance does not protect children in day care. It is recommended that operators desiring this protection should seek out a reliable insurance broker or agent to obtain suitable coverage for the type of child care they provide."

i. Transportation:

1. "Centers should encourage parents to provide transportation for their children.

2. If a center agrees to provide transportation it shall recognize its full responsibility for the child between home and center and the need to leave him only with a responsible adult at the child's home.

3. Each driver and vehicle shall be properly licensed.

4. Cars and buses shall be maintained in good mechanical condition.

5. The driver shall be subject to the same requirements for health examinations as other staff members.

6. No car or bus shall carry more passengers than can be seated.

7. It is recommended that the operator of the day care center should carry adequate automobile liability insurance to provide protection for all passengers."

j. Telephone: The center shall have telephone service.

10. SPECIAL PROVISION:

a. Infant Care: Not specified.

NEVADA
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Welfare Division of the Department of Health, Welfare and Rehabilitation.

   b. Statute: Chapter 424.130 of Nevada Revised Statutes.

   c. Regulations: Standards and Regulations for Child Care Facilities (Group Day Care).

2. DEFINITION:

A facility where a person provides for compensation care for five or more unrelated children under 16 years of age for less than 24 hours per day. Excluded from the definition are summer camps, city and county operated facilities, and public facilities.

3. CHILDREN ELIGIBLE:

a. Minimum-maximum age:	Under 16 years
Number of children:	5 or more

b. Group Size Limits:

Age:	Number in Group
under 2	8
2 to 6	10

c. Child/Staff Ratio:

Age	Child/Staff
under 2	2:1
2 to 6	10:1

"In facilities offering after school care or pre-kindergarten instruction only, there shall be one adult on duty working directly with the children for each group of fifteen children."

"All children in care shall be counted in the total number including children of the director and staff members, in relation to personnel and physical facility requirements."

"Nurses, cooks, and others with specific responsibilities other than child care shall be excluded from the count in considering the number of staff members."

4. STAFF QUALIFICATIONS:

a. Director:

1. Age: Minimum 21 years of age.

2. Education/Training: "The director shall have had 2 years of training in the field of work with children , such as social work, nursing or teaching; or 2 years of successful experience, under supervision, in working with children. Directors who do not meet the training or experience requirement may do so by attending workshops or institutes acceptable to the Welfare Division."

3. Physical: The director shall submit such verification of physical fitness as required by the Nevada Welfare Division. A chest X-ray is required annually.

4. Character: Fingerprint clearance, mature, good character; likes children and capable of understanding and caring for them.

b. Teachers:

1. Age: 21 years of age.

2. Education/Training: "If the facility considers itself a school, qualifications of the teachers shall be evaluated in consultation with the Certification Supervisor of the State Department of Education."

3. Physical: see 3.a.3. above.

4. Character: See 4.2.4 above.

c. Assistants:

1. Age: "All child care staff shall be between 18 and 65 years of age except teenagers - 16 years of age or older, who are mature and responsible and enrolled in a vocational and/or educational program dealing with child care; or have participated in such a program for a period of three months or more."

2. Education/Training: "Whenever possible, it is desirable that child caring staff have professional training in early childhood development and education."

3. Physical: See 3.a.3 above.

4. Character: Not specified.

5. PHYSICAL FACILITY:

a. Use Restrictions: "No business which may adversly affect the welfare of children shall be conducted on the premises."

b. Physical Structure:

1. General: A group day care facility shall not be located where conditions exist which would be hazardous to the physical or moral welfare of children.

2. Usable Floor Levels: "Only the ground floor shall be used by children unless the fire inspector grants an exemption and unless there are two exits from the second floor rooms.

Basement rooms which comply with inspection may be used for play space, but never for resting or sleeping."

3. Indoor Space: "Indoor space for children shall be at least 35 sq. ft. of floor space per child exclusive of bathrooms, kitchen, halls, offices, and stairs.

4. Outdoor Space: "Outdoor space shall be at least 75 square feet per child. The play area shall be enclosed by a five foot non-climbable fence, well-drained, partly shaded, and free of debris, trash or other hazards of any kind."

5. Lighting Requirements: Not specified.

6. Toilet-Washbasin/Child Ratio: "One toilet and one washbasin shall be provided for every ten children. Separate facilities for boys and girls shall be provided for all children six years and older."

7. Special Features: None specified.

6. CODE REQUIREMENTS:

a. General: "The day care facility must comply with all local ordinances relative to zoning or privilege licensing. A business license may be required in some localities."

b. Building: "Specific building requirements to establish safety from a fire and health stand-point vary somewhat from community to community but the Division will ascertain that buildings meet at least minimum standards.

c. Fire: "The building shall be of not less than 1 hour fire-resistive construction throughout, except,

1. A fire-resistive ceiling is not required in one-story buildings having an open frame roof; or
2. One hour fire-resistive construction is not required throughout where all rooms used for children have at least one exit door directly to the outside.

No point in a building that is not equipped with a sprinkler system shall be more than 150 feet from an exterior exit.

Each floor shall be equipped with the proper type of fire extinquishing equipment as recommended by the fire inspector. Such equipment shall bear a current inspection stamp.

There shall be a specific plan for emergency evacuation of the day care facility and no less than one fire drill a month shall be conducted and a record maintained.

At the time of application for license and at least annually thereafter, a group day care facility shall be inspected by the appropriate regulatory agency to insure that fire and safety standards are being met. The division reserves the right to request a fire inspection at any time it deems appropriate."

d. Safety: "All medicines, poisons, stimulants, and other drugs shall be plainly labeled and stored in an orderly fashion in a locked cupboard, box or cabinet. Poisons and medications for external use only or for cleaning shall be kept in a separate area of the locked cabinet.

All wiring and electric appliances shall be installed in accordance with nationally recognized safety practices.

The installation of heat producing appliances shall conform to the conditions of approval as specified in the manufacturer's instructions pertaining to safety. The manufacturer's instructions shall remain attached to the appliance.

All chimneys, flues, vents, and fireplaces shall be of approved types and installed in compliance with the conditions of approval, special limitations of use, and the

e. Sanitation: "There shall be an initial and periodic inspection of the day care facility and premises by the representative of the Welfare Division with regard to standards of housekeeping and general repair of the facility. The building and premises shall be clean, sanitary, and in good repair. When deemed appropriate, the inspectors and other regulatory agencies shall be requested to inspect the facility and premises for conformance to all regulations with regard to sanitation, water supply, garbage and sewage disposal. If occupancy is eleven or more, an inspection by the Health Division shall be required.

Safe drinking water shall be available at all times from a drinking fountain or by use of disposable cups. Disposable cups shall be available in the bathroom and kitchen or wherever children receive their drinks. If the water supply is from other than a public source, the water system's location, constructions and operation shall comply with the standards approved by the Health Division."

7. LICENSING FEE: None.

8. CHILD HEALTH: "Before admission and annually thereafter, every child shall have a health examination by a licensed physician. The examiner shall certify that the child is free from communicable disease, that it will not be harmful for him to participate in normal activities with other children."

"It shall be required that there is evidence of immunization from communicable diseases of smallpox, diphtheria, tetanus, whooping cough, and poliomyelitis."

"There shall be a daily inspection of each child by the director or person in charge as the child enters the facility and before he has mingled with other children."

"The facility shall provide an area for temporary isolation of ill children which is within sight and hearing of a staff member. When illness is suspected, the child shall be isolated and his parents, or designated responsible person contacted immediately."

9. OTHER:

a. Records and Reports: Personal records for each child and employee. A monthly attendance report is submitted to the department. A record of fire drills must be kept, and shall be available to fire inspectors and welfare division representatives.

b. Program: "A good child care facility should contribute to the wholesome development of each child it serves. The program should be designed to further growth in an atmosphere in which each child feels accepted and understood and where each is helped to achieve a healthy balance between expression and control. The program should provide each child with an opportunity to develop relationships with adults who are warm and friendly and yet able to help them accept the necessity for limits and controls."

c. Educational Equipment: "There shall be sufficient equipment to meet needs and interests of children at different developmental levels."

"All play equipment shall be kept in good condition free of sharp, loose or pointed parts."

"Tables and chairs shall be of a suitable size for children."

"All furnishings and equipment shall be durable and safely constructed. There shall be storage space for play materials within easy reach of the children."

d. Outdoor Play Equipment: There shall be sufficient equipment to meet needs and interests of children at different developmental levels. There should be equipment for climbing, swinging, sliding, and riding.

e. Other Equipment: Individual cots are required for napping. Beds must be used for night sleepers, individual bedding shall be provided, it shall be laundered as needed and always upon change of occupancy.

f. Discipline: Children shall not be physically restrained in any way that constitutes physical abuse. Corporal punishment is not permitted. The director should consult with parents or the welfare division representative for advice on problems of behavior and care of children when indicated.

g. Nutrition: Not specified.

h. Insurance: "Each group day care facility shall carry public liability insurance in the amounts appropriate for protection of all concerned. A "certificate of insurance" shall be required to verify that the policy is in force."

i. Transportation: Not specified.

j. Telephone: "The group day care facility shall have a telephone. Emergency numbers should be conveniently located near the telephone."

10. SPECIAL PROVISIONS:

a. Infant Care: Children under two years of age usually profit best in a flexible environment which gives them stimulation and attention from one adult rather than from various staff members, therefore continuity of staff caring for such children is of special importance:

1. There should be a more or less regular routine for napping.

2. Warmth and personal attention is beneficial to the child who is being fed.

NEW HAMPSHIRE
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Division of Welfare, Department of Health and Welfare.

   b. Statute: RSA 170:2, 2, 5 and 8.

   c. Regulations: "Regulations and Standards for All Day Care Facilities" (1968). "Regulations and Standards for Group Day Care Facilities" (1968). "Regulations and Standards for Day Care Nurseries" (1970).

2. DEFINITION:

   a. "A Group Day Care Facility includes any facility which gives day care to 7 or more children from 3 to 16 years for part of the 24 hour day." (Excluded from these: public school programs.)

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: 3* to 16 years.
   Minimum-maximum number: 7 or more

   b. Group Size Limits:

Age	Desirable Number in a Group
3 to 4 years	12 to 15
4 to 5 years	15 to 20
5 to 6 years	15 to 20

   c. Child/Staff Ratio: There shall be a minimum of 2 persons on the premises during hours of operation, and 1 of them shall be 21 or over and the other not under 16 years of age.

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: For all facilities - 21 years.

      2. Education/Training: The director shall have completed a secondary education. 4 years of college is recommended.

* Special regulations for children under 3 years old are proposed.

3. Physical: "All staff must have an annual physical performed by a physician, including either an intradermal tuberculin test or a chest X-ray."

   "Examination may be required more frequently when medically indicated."

4. Character: Not specified.

b. Teachers:

1. Age: 21

2. Education/Training: "All staff must have successfully completed secondary education. It is recommended that any person working with young children attend workshops, college on-campus or extension courses, adult education courses, and educational television courses in the field of early childhood education."

3. Physical: See 4.a.3 above.

4. Character: Not specified.

c. Assistants:

1. Age: 16 years of age or older.

2. Education/Training: "It is recommended that any person working with young children in day care centers, nursery schools make every effort to obtain training that will strengthen their competencies in working with children."

3. Physical: See 4.a.3 above.

4. Character: Not specified.

5. PHYSICAL FACILITY:

a. Use Restrictions: Not specified

b. Physical Structure:

1. General: Not specified.

2. Usuable Floor Levels: "No day care facility shall be occupied by children above the second floor. The law of habitation shall prevail in cases of occupancies below ground level."

3. Indoor Space: 35 sq. ft. per child. This space shall be exclusive of hallways, lockers, wash and toilet rooms, isolation rooms, kitchens, closets, and offices.

4. Outdoor Space: "It shall contain 75 sq. ft. per child of usable play space free from hazards. Any area adjacent to a highway, on the roof or in other dangerous areas shall be fenced. The ground area under swings, slides, jungle gyms, seesaws and etc. shall not be paved."

5. Lighting Requirements: "There shall be a minimum of 30 foot candle power in all parts of the building."

6. Toilets-Washbasin/Child Ratio: "There must be 1 toilet and 1 washbasin for every 15 children."

6. CODE REQUIREMENTS:

a. General: "The facility will be evaluated by a social worker from the Division of Welfare."

b. Building: Not specified.

c. Fire: "The facility shall conform to all local and state fire and safety laws, regulations, ordinances, and approval shall be registered on a form with the application for licensing. Where no more stringent laws and regulations affecting buildings are enforced locally, the fire and safety standards for Group Day Care Facilities shall be the minimum requirements for licensing."

"Such groups shall be inspected by local fire officials or the State Fire Marshal's Office."

"Walls and ceilings of rooms shall be sound and their surfaces clean."

"There shall be two ways to exit from each floor remote from each other."

"For all groups having more than fifty children, all exit doors shall swing out."

"During period of occupancy no exit doors shall be locked, bolted or otherwise fastened so that the door cannot be opened from the inside by the use of the ordinary doorknob or by pressure on the door or on a panic release device."

"If children are cared for where artificial lighting is necessary, emergency lighting shall be established to maintain sufficient illumination in case of power failure."

"The furnace, central burner and/or boiler room shall be enclosed with fire-resistant material. The installation of heating equipment shall conform to New Hampshire Board of Fire Control R&R 5001."

"There shall be an Underwriter's Laboratory approved fire extinguisher on every occupied floor. No carbon tetrachloride or vaporizing liquid shall be used."

"A telephone or alarm sounding device shall be provided as a means of communicating an alarm of fire to the fire department."

"Waste disposal units shall be metal cans with metal covers."

"Medicine, poisons, firearms, and other potentially dangerous articles shall be kept in locked cabinets."

"There shall be properly fused and safe electrical wiring in the facilities wherever the children are cared for."

"Fire drills shall be conducted at least once a month by the director of the facility."

d. Safety: See 6.c.1 and 6.c.2 above.

e. Sanitation:

"The kitchen shall be used only for sanitary storage and preparation of food, washing, and sanitization of eating utensils."

"Separate space shall be assigned to each child for his toilet articles."

"Fresh milk and milk products served shall be pasteurized and kept below 45 degrees F."

"Sanitary drinking water and means to drink it shall be provided."

"Garbage shall be stored in metal containers with tight fitting metal lids."

"These shall be inaccessible to children."

7. LICENSING FEE: None

8. CHILD HEALTH:

   1. "There shall be a room with a cot for children requiring isolation in case of illness or when a child wants to be by himself.

   2. Children with food allergies or other conditions requiring special diets or vitamin supplements prescribed by a physician shall be served these things in accordance with the doctor's orders.

   3. No child shall be admitted until a physician's report is received showing: the child has been immunized against smallpox, whooping cough, tetanus, diptheria, polio and measles; that the child has had appropriate polio boosters; the presence of any special condition or handicap and the doctor's suggestions concerning them.

   4. These examinations will be repeated annually.

   5. Each child will be observed early each day for any sign of illness. If symptoms are present, the child shall be isolated until he can be called for by his parents.

   6. The child day care service won't keep a child with a diagnosed communicable disease or acute illness.

   7. Oral medication shall be given to children by the staff only upon parent's request according to a physician's prescription.

   8. Emergency care shall be limited to first aid procedures. Parents must be informed.
   9. There shall be a written plan for handling injuries and emergencies posted in the facility.

10. Periods of rest shall be provided."

9. OTHER:

a. Records and Reports: "The child's record of examination by a physician shall be kept on file. Also staff health clearances."

b. Program:

"There shall be time and materials for both vigorous and quiet activity, as well as for rest, toileting, and nourishment.

There shall be a midsession rest or relaxation period of 10-20 minutes in a program of 4 hours or less.

Children in attendance for more than 4 hours shall have a lying down rest of 1 hour or longer according to age and needs of the child, in addition to the midsession rest."

c. Educational Equipment:

"Play equipment shall be safe, clean, and accessible to children."

"There shall be sufficient sturdy child-size tables and chairs of varying heights to provide for children's comfort and size."

d. Outdoor Play Equipment:

"It is recommended that outdoor play equipment which requires as little supervision as possible be selected and should be arranged so that the whole play ground can be readily supervised."

e. Other Equipment:

"In centers operating a full day's program, each child shall be assigned a separate cot or bed with washable covers and appropriate clean bedding.

Securely fastened individual cubbies or lockers with hooks and a space for children's possessions shall be provided.

Individual cots, spaced no less than two feet apart, shall be provided."

f. Discipline: "No corporal punishment shall be used."

g. Nutrition: "Wholesome foods handled in a sanitary manner and attractively served shall be provided in the variety and amounts necessary to meet the National Research Council Food Allowances."

h. Insurance: Not specified.

i. Transportation:

"Parents shall be encouraged to transport their own children. For center provided transportation responsibility for the child between the place where he is called for and the center and between the center and the appointed delivery place shall rest on the center."

"Any vehicle operated by a center shall be licensed according to the laws of the State of New Hampshire. The operator shall be at least 21 years of age."

"The vehicle shall be provided with safety locks, the doors of which shall be opened and closed by the operator. Only that number of people for whom the car was designed shall be transported in the vehicle. No more than three persons shall be allowed in the front seat."

"An additional person over 16 shall be in the vehicle if it is transporting more than six children."

j. Telephone: "A telephone for emergency use must be provided. A pay phone shall not meet the requirements."

NEW JERSEY
Day Care Centers

1. REGULATING AUTHORITY

a. Licensing Authority: State Department of Education.

b. Statute: Chapter 303, Public Laws 1946, New Jersey.

c. Regulation: Standards for Approval of Child Care Centers, The Child from Two to Five, Revised 1970.

2. DEFINITION:

The term, Child Care Center, used in Chapter 303, P.L. 1946, applies to all private centers enrolling more than 5 children 2 to 5 years of age.
Exceptions:

1. The State Board of Children's Guardians of the Department of Institutions and Agencies.

2. Any aid society of a properly organized and accredited church or fraternal society organized for aid and relief of its members.

3. Any children's home, orphan asylum, children's aid society, or society for the prevention of cruelty to children, incorporated under the laws of this State and subject to visitation or supervision by the State Department of Institutions and Agencies, except in the conduct of a philanthropic day nursery.

4. Any other public agency operated by a county, city, municipality or school district.

3. CHILDREN ELIGIBLE:

a. Minimum-maximum age: 2 - 5 years.
Minimum-maximum number: 5 or more.

b. Group Size Limits: Recommended only.

Age	Number in Group
2 and 3 year olds	10-15
3 and 4 year olds	12-18
4 and 5 year olds	15-25

"Children's groups usually cover an age span wider than 1 year."

c. Child/Staff Ratio:

Age	Child/Staff
2 years	6-8:1
3 years	8-10:1
4 years	10-12:1
5 years	15-20:1

4. STAFF QUALIFICATIONS:

a. Director:

1. Age: not specified

2. Educational/Training: "The director shall be qualified by professional knowledge, training and experience in the fields of education, child psychology, social group work or social case work.
If he is responsible for the educational program, he shall meet the qualifications prescribed for the head teacher. (The director and head teacher may be the same person.)"

3. Physical: "Each adult person connected with a child care center shall present to the center an annual written statement from a qualified physician certifying his physical health, including freedom from tuberculosis determined by medical and chect x-ray examinations."

4. Character: not specified.

b. Teachers: (Head Teacher)

1. Age: not specified

2. Education/Training: "The head teacher shall be the person responsible for the school program, and shall hold a New Jersey nursery school certificate or have had at least 2 years' teaching experience in an approved nursery school as a teacher.

OR

The head teacher shall have had at least two years' teaching experience in an approved nursery school (under a qualified nursery school teacher), and hold a New Jersey teachers certificate with a nursery school endorsement based on 6 semester hours credits of specialized nursery school training as specified in the rule."

"A group teacher shall have had 2 full years of college work and have had 15 semester hours of college work in the area of nursery school curriculum and child development. One years' teaching experience as an assistant or as a student teacher in an approved nursery school.

OR

A group teacher shall have had 15 semester hours of college work in early childhood education including child development and curriculum, and be enrolled in a college program. Two years' experience as an assistant in an approved nursery school (under a qualified nursery school teacher.)"

c. Assistants:

1. Age: not specified

2. Education/Training: "He shall be a high school or secondary school graduate, or a parent."

3. Physical: see 4.a.3. above.

4. Character: not specified

5. PHYSICAL FACILITY:

a. Use Restrictions: "Rooms used as family living quarters shall be included, unless specially approved."

b. Physical Structure:

1. General: "All centers shall include play rooms, isolation room, coat room or lockers, storage space, washing and toilet facilities and outdoor play space.

Kitchen and sleeping facilities shall be provided for a full day program.

The rooms shall be well ventilated, dry, warm, pleasant, and sunny.

A temperature of 68-72 degrees shall be maintained throughout the day at a point two or three feet from the floor when the outdoor temperature is below 68 degrees.

2. Usable Floor Levels: "The nursery school unit shall be located on the first floor for all child care centers approved after September 1, 1955, and if possible, should have a south and east exposure. Basement rooms shall not be used unless specially approved, except when used during short periods as necessary play space in inclement weather.
For rooms already located above the first floor, there shall be such safety precautions as guards on windows and handrails for stairways. Such rooms shall have more than one functioning exit."

3. Indoor Space: "To provide for varied activities, the play room shall allow a minimum of 35 square feet per child based on the enrollment, exclusive of bathrooms, lockers, kitchen, office and storage."

4. Outdoor Space: "A minimum of 100 square feet per child of outdoor space shall be provided and shall be adequately fenced or otherwise protected from hazards from traffic and highways."

5. Lighting Requirements: "There shall be a minimum of 20 foot candles of light in all parts of the play room. Recommended window space should be one fifth or more of the floor area.

6. Toilets-Washbasin/Child Ratio: "At least one toilet and washbowl with low access shall be provided for every 15 children. These facilities shall be kept in a sanitary condition. A supply of hot and cold water shall be provided. Location of these facilities shall at least in part, be on the same floor as the main play room.
If cloth towels and wash cloths are used, they shall be individually marked and hung up."

7. Special Features: none specified

E. CODE REQUIREMENTS.

a. General: "Every private group coming under the provisions of N.J.S.A. 18:20 A-1 to 10, shall apply for and obtain a Certificate of Approval before opening. A visit shall be made by a representative of the State Department of Education, and a report made to the Commissioner of Education."

"A Certificate of Approval shall be issued to any child care center that qualifies under the standards."

"Any changes in the location of the nursery, the building, enrollment, or staff after a Certificate of Approval is issued, shall be reported to the State Department of Education within 30 days."

b. Building: "The housing shall meet local building, sanitation and fire codes."

"The local health and fire departments shall certify that there is no hazard to the health and safety of the children. Stairs, furnace, hot water heater, bathroom, kitchen, exits, fire escapes, fire extinguishers, plumbing and the electrical facilities shall be found to be safe and there shall not be other undue hazards."

c. Fire: see C.b. above.

"Fireplaces, open-faced heaters, stoves, hot radiators, electrical outlets, and hazardous windows in rooms used by children, shall be adequately protected by guards."

Two unobstructed exits shall be provided from all floors and basement areas used by the children as a safety precaution."

d. Safety: "Two unobstructed, easily accessible exits shall be provided from all floors and basement areas used by children, as a safety precaution. Outside exit doors shall open outward."

"Stairs shall be easy and safe for the childrens use with a handrail that the children can easily reach."
see C.b. and C.c. above.

e. Sanitation: "The water shall be of a safe sanitary quality obtained from a water system which has been approved by the Board of Health."

"No common drinking utensil shall be permitted."

"Kitchens shall be kept clean and well lighted."

"All dishes and utensils used for serving or preparing food shall be sanitized. If used, towels shall be boiled daily."

"Kitchens shall be screened from May 1 to November 1 and effective methods used as a protection against insects and rodents."

"Garbage shall be kept in closed containers, removed from building and garbage cans washed frequently."

7. LICENSING FEE: $15

8. CHILD HEALTH: "Each child shall have a complete physical examination by a physician before admission. The school shal provide a form upon which the physician shall submit a record of the child's health history, immunization data, and the findings of the last medical examination.
Each child shall be inspected daily by a person familiar with the child and competent to recognize symptoms of communicable disease and ill health, and suitable arrangements shall be made for the child to be isolated until such time as he can b taken home."

"The isolation room shall be furnished with articles that can be thoroughly cleaned and with bedding that can be boiled or aired in the sunshine."

Any child who has been absent because of illness shall requir a certificate from a physician or local Department of Health before being readmitted.

9. OTHER REQUIREMENTS:

a. Reports and Records: "Each child care center shall furnish such information and reports from time to time as the Commissioner of Education shall deem necessary and prope and in the manner and on forms prescribed by him."

b. Program: "The recommended schedule gives the activities to be repeated in the same sequence each day, but with a play-span adaptable to mood, circumstance, weather, and season. Routine activities give steady timing to the schedule."

"Care must be taken to keep the half day session unhurried and appropriately adapted to the age of the children."

c. Educational Equipment: The equipment shall be safe, with no sharp edges, points or splinters, easily cared for and suitable. It shall provide for different types of activities and serve particular needs and interests of the age groups."
Materials recommended include creative supplies, toys encouraging dramatic play and social development, books, musical instruments, record player, piano, constructive and manipulative equipment.

d. Outdoor Play Equipment: "Not required, but a portion of paved area is recommended for wheel toys, block construction, and for short periods of play in inclement weather. An outlet for running water is recommended. An outdoor storage shed should be built for storing toys and equipment which cannot be left out overnight." Permanent or portable equipment is to be used outdoors.

e. Other Equipment: "For the half day program children shall be provided with an individual rug, mat or cot.

"For all day, the children shall have individual cots, sheets and blankets."

"All furniture should be sturdy, movable and child size.

f. Discipline: not specified

g. Nutrition: "A hot lunch shall be served if the program runs through the noon meal. Meals shall be nutritionally adequate."
"Mid-morning and mid-afternoon snacks are provided in all centers."

h. Insurance: Required for Day Care Centers: Fire, Comprehensive liability, Workmens Compensation, and car insurance.

i. Transportation:

1. Regulation: (Formerly Rules 1611 through 1615, Rules of the Commissioners) Pursuant to N.J.S.A. Title 18A: 39-1 See also: N.J.A.C. 6:21-et seq., Rules and Regulations of State Board of Education, Transportation of Pupils in Small Vehicles.

A driver transporting pupils to and from any child care center shall possess a valid School Bus Drivers License issued by the Division of Motor Vehicles. He shall be a reliable person of good moral character and not less than 21 years of age.

The vehicle must meet specifications.

Each contractor shall furnish liability insurance for bodily injury or death in the following minimum amounts: $300,000 for one person, $500,000 for one accident.

Safety Practices (formerly Rule 1614)

1. When more than six children are transported in one vehicle, there shall be another adult in the vehicle in addition to the driver.

2. At no time shall children be unattended in a vehicle.

3. All small vehicles shall be inspected semi-annually by the Division of Motor Vehicles, in cooperation with the County Superintendent, who shall notify each center of the schedule of inspections; the responsibility for notifying the County Superintendent of vehicles to be inspected shall be that of each center.

4. Children shall be loaded and unloaded from the curb side of the vehicle and on the right side of the street, except one-way streets.

5. When unloading, the driver shall make certain that a responsible person is present to take care of the child.

6. Each vehicle shall be uncluttered and thoroughly clean at all times.

7. Doors shall be opened and closed by the driver or by the attendant, and no obstacle shall obstruct clear passage to doors.

8. Windows shall not be more than 10 per cent open at any time.

9. When a tire is worn smooth or is otherwise in poor condition, the tire shall be replaced with an approvable tire.

Transportation Records (formerly Rule 1615, Rules of the Commissioner)

1. Each center shall keep on file a list of the children transported, the distance each child is transported, the name of each driver, and the year, make and model of each vehicle used.
2. These records shall be available to the Commissioner of Education or his representative.

j. Telephone: not specified

NEW MEXICO
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: New Mexico Health and Social Services Department.

   b. Statute: Section 12-1-9, New Mexico Statutes Annotated 1953.

   c. Regulation: Rules, Regulations, and Standards for Child Day Care Centers (Day and Night)" (July, 1964).

2. DEFINITION:

   a. Day Child Care Center: "A day child care center, play school, nursery, nursery school, child center, kindergarten, or by whatever name known, is a place, which provides facilities and services for day time care and supervision of five (5) or more well children during less than a twenty-four (24) hour period of any day, generally between 7:00 A.M. and 7:00 P.M."

   b. Night Child Care Center: "A night child care center or night nursery, or by whatever name known, is a place which provides facilities and services for night time care and supervision of five (5) or more well children during less than a twenty-four (24) hour period of any day, generally between 7:00 P.M. and 7:00 A.M."

   c. "These Regulations shall not apply to the following:
      1. Facilities operated exclusively by the Federal Government or any of its authorized Agencies.
      2. Public Schools.
      3. Private schools (except facilities for mentally retarded or emotionally disturbed children) operated primarily for educational purposes for children who have reached legal or compulsory school age.
      4. Nurseries provided in houses of worship exclusively for children of parents who are simultaneously attending worship in the same building or immediately adjacent church building.
      5. Summer camps."

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age- Infants - maximum not specified.
      Number of children- 5 or more.

b. Group Size Limits: Not Specified

c. Child/Staff Ratio:

Under 2 years	-	10:1
2 years & over	-	15:1
4-5 for less than 3 hours	-	20:1

"For a group of children requiring only one attendant there must be on file the names of two persons readily available in case of an emergency."

4. STAFF QUALIFICATIONS:

a. Director:

1. Age: Not specified.

2. Education/Training: "Director and staff shall be responsible persons with suitable character, temperment, maturity and ability to provide adequate, safe and humane care for children."

3. Physical: "All operators and employees when on duty shall be free from communicable diseases and physically capable of carrying out duties assigned. Physical examinations to determine such status, including tuberculosis screening tests and indicated laboratory examinations as determined by the physician shall be made immediately prior to employment and as frequently as deemed necessary but in no case less frequently than annually."

4. Character: See 4.a.2. above.

b. Teacher:

1. Age: Not specified

2. Education/Training: See 4.a.2. above

3. Physical: See 4.a.3. above.

4. Character: See 4.a.2. above.

c. Assistants:

1. Age: Not specified.

2. Education/Training: See 4.a.2. above.

3. Physical: See 4.2.3. above.

4. Character: See 4.a.2. above.

5. PHYSICAL FACILITY:

a. Use Restrictions: Not specified.

b. Physical Structure:

1. General: As stated in Current New Mexico Uniform Building Code, Current Life Safety Code and Environmental Health Regulations.

2. Usable Floor Levels: Not specified.

3. Indoor Space: "In all facilities, rooms used for children's activities shall provide at least 35 square feet of floor space per child, exclusive of bathrooms, closets, storage areas, halls, kitchens, etc."

4. Outdoor Space: "When part of the children's activities is held out of doors here shall be sufficient fenced outdoor space to provide for recreational purposes allowing at least 60 square feet per child accommodated in the play area at any given time."

5. Lighting Requirements: "The window area of rooms provided for housing of children shall not be less than one-eight of the floor space and shall be openable."

6. Toilet-Washbasin/Child Ratio: "Facilities shall provide toilets and lavatories in the ratio of 1 toilet and 1 lavatory to 10 children or fraction thereof. If daily attendance period is three hours or less and the children are four and five years of age, the ratio of 1 toilet and 1 lavatory per 20 children may be applied. Staff shall use separate toilet facilities in centers with 30 or more children."

7. Special Features: None specified.

6. CODE REQUIREMENTS:

a. General: As stated in Current New Mexico Uniform Building Code, Current Life Safety Code, and Environmental Health Regulations.

b. Building: Trailers are not approvable.

c. Fire: Fire drills shall be held at least once a month.

d. Safety:

1 "Poisons and toxic substances shall be stored and kept in such a place and manner that they are not accessible to children.
2. Protective devices such as guard railings shall be installed around heating devices.
3. Pets may be allowed only if they are in good health, present no problems of sanitation and are of a temperament non-hazardous or frightening to children. Dogs shall have annual rabies vaccination. No animal or pet shall be permittted in kitchens or other food and eating areas.
4. All areas, indoor and outdoor, used by children shall be free of litter, sharp objects and other conditions hazardous to children.
5. All equipment shall be installed for safety, to be made of materials safe for children's use and be maintained in good state of cleanliness and repair."

e. Sanitation:

1. "At all times the facility and its component parts and facilities shall be kept clean and in good repair, and shall be free from accumulations of dirt, rubbish and wastes. Buildings shall be rodent and insect free."
2. On each major unit of floor to be used by children there shall be supplied individual drinking cups stored and dispensed in such a way as to be protected from contamination."

7. LICENSING FEE: None required.

8. CHILD HEALTH:

a. Certificate of physical examination signed by a physician, showing freedom from communicable disease, and any other physical or mental defect that would be deleterious to other children, shall be required for each child prior to admission to the facility. These shall be repeated annually.

b. "There shall be daily continuous health observations made of each child to identify signs of illness or abnormal behavior which may be hazardous to the child or other children.

c. There shall be one or more rooms for segregation of children who become ill after arrival at the nursery. Rooms planned for segregation shall include acceptable handwashing facilities.

d. In the event of the occurrence of any suspected or recognized communicable disease, children so affected shall be placed at once in a segregation room until returned to their homes or other satisfactory disposition has been made.

e. There shall be at all times and in all areas of the facility strict compliance with requirements for frequent and thorough handwashing practices.

f. Subject to the advice of the child's physician, it is recommended that all children be immunized against diphtheria, whooping cough, tetanus, small pox and poliomyelitis.

g. After a child has had a communicable disease he shall be readmitted to the facility only upon written approval of the attending physician.

h. For each child there shall be a physician and/or dentist to be called in case of illness or emergency.

i. Drugs and medication including aspirin, laxatives and vitamins, shall not be supplied or given to individual persons, adult or child, and to anyone within or without the center unless ordered by a duly licensed physician or dentist and such orders shall be written over the physician's or dentist's signature."

9. OTHER:

a. Records and Reports:

1. "There shall be kept in the facility a daily attendance record of all children.
2. There shall be maintained on forms approved or furnished by the licensing agency a complete record for each child and it shall contain at least the following: (a) name of child, (b) home address, (c) sex, (d) date of birth, (e) name of parents or guardian, (f) business address of parents or guardian, (g) home telephone number of parents or guardian, (h) business telephone number of parents or guardian, (i) date of enrollment and discharge of child, (j) name and telephone number of persons to be called in case of emergency (two in addition to parents or guardian), (k) name and telephone number of physician and/or dentist authorized by parents or guardian to be called in case of illness or emergency, (l) immunization record, (m) record of communicable diseases child has had, (n) certification of physical examination, (o) [illegible]
3. A dated record shall be kept of all accidents, injuries, illnesses and symptoms of illnesses noted during the time the child is on the premises of the licensed facility, and this record shall include report of action taken and persons notified in relation to the accident, illness or symptoms."

b. Program: not specified.

c. Indoor Play Equipment: not specified.

d. Outdoor Play Equipment: not specified.

e. Other Equipment: Individual beds, cots for children over two years of age or cribs for children under two years of age, shall be provided for rest periods. Towels and washcloths shall be provided as needed for each child.

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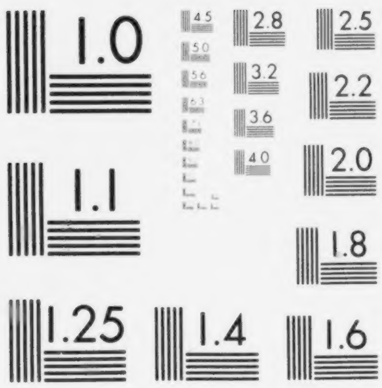
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f. Discipline: not specified.

g. Nutrition: "All facilities caring for children for more than 5 consecutive hours a day shall provide at least one meal which meets one-third or more of the child's daily nutritional requirements. Child care centers providing at least 8 consecutive hours of care shall provide at least 3 meals a day."

h. Insurance: It is recommended that facilities transporting children carry adequate insurance on the vehicle and occupants.

i. Transportation: "If the vehicle used for transportation of child is a school bus, and licensed as such, the Division of School Transportation, State Department of Education, shall be contacted for regulations and requirements."

j. Telephone: "There shall be an adequate number of telephones to summon help in case of fire or emergency, and these shall be so located as to be accessible quickly from all parts of the building. Pay telephones will not be considered as meeting this requirement."

10. SPECIAL FEATURE:

a. Night Child Care: " Approval for night child care center does not imply approval for twenty-four (24) hour continuous service.
In addition to compliance with all requirements of the New Mexico Health and Social Services Dept., Licensing Regulations - Parts 1 and 5, the following shall be required of night child care centers.
   1. Each room provided as a child's bedroom shall be an outside room with a satisfactory amount of natural light and ventilation. No such room shall be in a below grade location.
   2. Sleeping rooms shall communicate directly with other parts of the building without passage through another person's room. They shall be located so that children are within easy call of an adult at night.

3. In children's bedrooms there shall be provided at least sixty (60) square feet floor area per child. Beds, cots or cribs shall be placed at least three (3) feet apart.
4. Children under two (2) years of age shall be cared for in rooms separate from those used by children over two years of age. There shall be provided a separate crib for each child and waterproof covering shall be provided to protect mattresses, as needed.
5. Beds, cots or cribs provided for children shall be completely furnished with linens, beddings, mattress protectors and pillows according to the individual needs of each child.
6. It is desirable that each child have a separate bed in a room used primarily for sleeping purposes. However, two sisters or two brothers may share a double bed, except that boys and girls past five years of age shall not share the same bed. It is recommended that boys and girls past five years of age not share the same room.
7. Children over three years of age should not sleep in the same room with an adult of the opposite sex.
8. There shall be individual storage space for clothing and other personal belongings of each child receiving care.
9. Individual combs, toothbrushes, towels, washcloths, bedding, night clothes, bedside table, chair and the like shall be provided for each child.
10. Bathing facilities shall be provided in the ratio of one (1) tub per eight (8) children of each sex, except that where less than eight (8) children are cared for not more than one such facility shall be required."

NEW YORK
Day Care Centers

1. REGULATING AUTHORITY:

a. Licensing Authority: Department of Social Services.

b. Statute: New York Social Services Law, Section 390, 1969.

c. Regulation: Day Care Centers, Rules of the New York Board of Social Welfare, Rule 12.1 through 12.14 and Regulations of the New York State Department of Social Services, 1969.

2. DEFINITION:

"Day care of children shall mean care provided for 3 or more children away from their own home for less than 24 hours per day in a day care center whether or not operated for compensation or profit which provides more than 3 hours care per day to any child accepted for care therein."

EXCEPTIONS ARE:

a. A day camp.

b. A kindergarten or nursery school operated by a school or academy that is providing elementary or secondary education or both, in accordance with the requirements of the Education Law as to compulsory education; and

c. A nursery school or pre-kindergarten voluntarily registered with the New York State Education Department.

d. An after school program operated for the primary purpose of providing religious education."

3. CHILDREN ELIGIBLE:

a. Minimum-maximum: 8 weeks to 14 years
Minimum-maxmum number: 7 or more

b. Group Size Limits:

Age	Maximum number in Group
8 weeks to 18 months	8
18 months to 3 years	10
3 years	15
4 and 5 year olds	20
6 to 14 year olds	25

c. Child/Staff Ratio:

8 weeks to 18 months	4:1
18 months to 3 years	5:1
3 years	5:1
4 and 5 years old	7:1
6 years to 14 years	10:1

4. STAFF QUALIFICATIONS:

a. Director:

1. Age: Mature.

2. Education/Training: "The director shall be a person of integrity, maturity and sound judgement capable of providing leadership and direction to the staff in developing and maintaining a constructive approach to children. If the director is responsible for daily program activities he shall be qualified in early childhood education and with substantial experience in working with groups of children."

3. Physical: "All staff shall have good physical and mental health."

4. Character: "All staff shall be of good character and possess suitable personal qualifications for working with children."

b. Teachers:

1. Age: "At least 21 years of age unless qualified by appropriate degree or certificate."

2. Education/Training: "Mature person qualified in early childhood education and with substantial experience working with groups of children, and shall possess suitable personal qualifications for working with children."

3. Physical: see 4.a.3. above.

4. Character: see 4.a.4. above.

c. Assistants: (Group)

1. Age: 21 except when qualified by certificate or degree.

2. Education/Training: "The group assistant shall be capable of supervising a group independantly for brief periods of time."

3. Physical: see 4.a.3. above.

4. Character: "Good character and possess suitable qualification for working with children."

d. Group Aides:

1. Age: At least 17 years old.

2. Education/Training: "Mature and literate with a suitable personality for working with children."

3. Physical: see 4.a.3. above.

4. Character: see 4.a.4. above.

5. PHYSICAL FACILITY:

a. Use Restrictions: None specified.

b. Physical Structure:

1. General: "All buildings, premises, equipment and furnishings used for a day care center shall be safe and suitable for the comfort and care of the children and shall be provided and maintained in a good state of repair and sanitation."

2. Usable Floor Levels: "Children shall be cared for only on such floors as are provided with readily accessible alternate means of egress which are remote from each other."

3. Indoor Space: Adequate floor space shall be provided with 35 square feet for each child, exclusive of halls, bathrooms and kitchens shall be adequate.

4. Outdoor Space: "Adequate, available and readily accessible outdoor play space shall be provided. Such play space shall be free from conditions which are or may be dangerous to the life or health of the children."

5. Lighting Requirements: "Rooms occupied by children shall have adequate light and ventilation."

6. Toilets-Washbasins/Child Ratio: "One sanitary toilet and one sanitary washbasin for every 15 children or part thereof shall be adequate."
"Separate toilet facilities shall be provided for the day care center staff and employees."

7. Special Features: none Specified.

6. CODE REQUIREMENTS:

a. General: "There shall be no construction, addition, substantial modification or change in occupancy of buildings or parts of buildings used or to be used in the operation of a day care center except upon plans and designs approved in writing by the department."

b. Building: see 6.a. above.

c. Fire: "The day care center shall obtain a fire inspection annually by local or state fire officials, and a record thereof shall be kept. A qualified staff member shall conduct monthly inspections of the premises to observe possible fire hazards. Any such hazards shall be corrected immediately."

"Fire detection, alarm and fire fighting equipment shall be provided, and in good working condition. The staff shall be instructed in its use."

Fire drills at least once a month.

Portable heating devices shall not be used in rooms accessible to children. see 6.c. below.

d. Safety: "Suitable precautions shall be taken to eliminate all conditions which may constitute or create a fire or safety hazard."

"A written plan shall be developed for the emergency evacuation of children from the premises and a subsequent roll call."

"All corridors and approaches to fire escapes and other exits shall be unobstructed at all times."

"Toxic paints or finishes shall not be used on walls, window sills, beds, toys or any other equipment, materials or furnishings which may be used by children or within their reach."

"Peeling or damaged paint or plaster shall be repaired promptly to protect children from possible lead poisoning and other hazards."

"Any pet or animal on the premises, indoors or outdoors, shall be in good health, properly cared for, and known to be a friendly, suitable pet for children."

"The day care center shall be equipped with a first aid kit which shall be kept adequately stocked for emergency treatment. First aid supplies shall be kept in a clean container in a locked cabinet."

"All flammable liquids, cleaning supplies, detergents, matches, lighters and any other such items which may be harmful to children shall be kept in a locked cabinet. Flammable liquids shall be stored in approved self-closing safety cans."

"Exit stairways shall be enclosed with fire resistant walls, doors, and door frames and shall be equipped with low banisters for the use of children."

"The day care center shall be provided with a listed telephone for general use and emergencies, and there shall be conspicuously posted nearby, appropriate telephone numbers and instructions for obtaining fire, police and medical assistance."

"No child shall be released from the day care center to any person other than his parent, guardian, lawful custodian or person previously designated thereby in writing. No child shall be released to return home unsupervised except upon instructions of his parent, guardian or lawful custodian, acceptable to the day care center taking into consideration such factors as the child's age and maturity, proximity of his home, and safety of the neighborhood."

e. Sanitation: "Rule 12.7:

1. All rooms, outdoor play space, equipment, supplies and furnishings shall be kept clean and sanitary at all times. The day care center and its premises shall be kept free from dampness, odors, vermin and the accumulation of trash.

2. Each day care center shall comply with the requirements of State and local departments of health. Adequate and safe water supply and sewage facilities shall be provided and shall comply with State and local laws."

"Regulation 451.3:

3. The floors and walls of all rooms shall be kept clean and in good condition. All concrete floors used by children shall be covered with an appropriate material.

4. Garbage receptacles, covered and of adequate size, shall be provided and the contents removed from the kitchen at least daily. The receptacles shall be cleansed after emptying. Trash or garbage shall not be stored in rooms ordinarily occupied by children, outdoor play areas or in accessas thereto.

5. Individual drinking cups, disposable paper cups or bubbler fountains of the angle jet type shall be provided.

6. Provision shall be made for the proper washing of dishes and cooking utensils.

7. A constant supply of hot water shall be available.

8. Toilets and wash basins shall be readily accessible to playrooms and outdoor play area. Toilet seats shall be of an open sanitary type.

9. The use of common washcloths, towels, combs and hairbrushes shall be prohibited.

10. Sufficient and suitable clothing shall be available so that children who soil their clothing may receive a change. All such clothing shall be thoroughly washed after each use."

7. LICENSING FEE: No fee.

8. CHILD HEALTH:

   a. Physical Examination: "Each child accepted for care shall have a complete health examination including appropriate vision screening, audio testing, laboratory tests as indicated, prior to his admission or shortly thereafter, which shall be properly recorded."

   b. Daily Health Check: "A health check of each child shall be made daily by a responsible person who is familiar with the child and who is competent to recognize symptoms of illness and communicable disease."

   c. Immunizations: "Children shall receive prophylaxis against smallpox, diphtheria, tetanus, pertussis, poliomyelitis and measles when there are no medical contraindications."

   d. Isolation: If a child should have or develop symptoms of illness he shall be isolated from the other children until he is seen by a physician or removed from day care center.

9. OTHER REQUIREMENTS:

   a. Records and Reports: "Records shall be kept to include:

      1. Name, address, sex and date of birth of each child; parents' or guardians' names, and addresses, and place at which parents or guardians or other person responsible for the child can be reached in case of emergency; and daily attendance record.

      2. Reports of physical examinations and immunizations of children.

      3. Reports of physical examinations of staff."

   b. Program: "The day care center shall provide a basic program of constructive activities which shall be conducted in such manner that the children are protected from over-stimulation, fatigue and other harmful stresses. To accomplish this, the program shall provide for:

      1. Reasonable regularity in routines including eating, napping and toileting.

      2. A good balance of active and quiet play.

3. Opportunity for a child to have some free choice of activities and to play alone if he so desires or with one or several of the other children.

4. Variation in activities and group structure so that children are not required at all times to move from one activity to another as a group.

5. Sufficient time for activities and routines so that children may progress at their own developmental rate. There shall be no regimentation of children to fit a pre-established schedule.

6. Activities, both indoors and outdoors, in which children may use both large and small muscles.

7. Opportunities for learning and self-expression through child participation in a variety of creative activities such as art, music, literature, dramatic play and science.

8. Field trips and special projects outside the confines of the day care center.

9. Short waiting periods between activities so that there shall not be prolonged periods during which children must stand or sit while inactive.

10. Children six years of age or over shall be provided a program of self-initiated and group-initiated activities that foster self-reliance and social responsibility.

11. The day care center shall provide a separate program and separate facilities for children six years of age and over.

12. Facilities for six year olds shall be located in a separate area if necessary to avoid interference with the younger children's programs.

13. The program for six year olds shall be flexible to enable the children to participate in desirable, non-academic activities sponsored by the children's regular schools."

c. Educational Equipment: "The day care center shall provide sufficient equipment, blocks and toys so that each child will have access to toys and equipment suitable to his age and of adequate variety to stimulate his interest in active and imaginative play."

"The day care center shall provide the following basic play equipment: climbing apparatus, wheel toys, large building blocks, material for dramatic play, experimental toys and materials such as clay, dough, sand, water, puzzles, musical instruments, sports equipment and books appropriate to the ages of children in the day care center."

d. Outdoor Equipment: see 9.c. above.

e. Other Equipment: "A firm sanitary crib, cot, or bed of adequate size shall be provided for each child under 5 years who spends more than 4 hours per day at the day care center and for any other child requiring a rest period."

f. Discipline: "Corporal punishment and humiliating or frightening methods of control and discipline shall be prohibited. Punishment shall not be associated with food, rest, toilet training or isolation for illness."

g. Nutrition: "Menus shall be prepared in advance and posted. If a child is in the day care center for more than 4 hours per day, he shall be served a hot meal which shall supply at least 1/3 of the child's daily food requirements and meet the nutritional standards recommended by the National Research Council."

If a child is in care for more than 10 hours per day he shall be served two meals in addition to snacks, of which at least one other than breakfast shall be hot, and supply at least 2/3 daily food requirements.

The day care center shall provide mid-morning and mid-afternoon snacks of adequate nutritive quality which shall include fruit or juice of high Vitamin C content, or milk and crackers, or the nutritional equivalent thereof."

h. Insurance: Not specified.

i. Transportation: Not specified.

j. Telephone: Not specified.

10. SPECIAL PROVISIONS: (for the care of children under three)

Rule 12.14 of the New York State Board of Welfare
a. "As used in this section infants shall mean children over

eight weeks but under three years of age.

b. A day care center providing care for infants shall comply with the requirements contained in this section and in section 451.9, infra, in addition to the requirements contained in the other sections of this Part and of Part 451, infra.

c. Separate quarters or area apart from that of the older children shall be provided for infants.

d. There shall be a registered professional nurse available to advise as to the general care of the infants and to instruct staff on the proper techniques required to preserve the health and general welfare of the infants. A registered nurse shall visit the premises at least once each week during the hours of operation and shall remain as long as may be required to observe and assure that the infants are being provided proper care. Additional visits shall be made as often as circumstances may require.

e. Each infant accepted for care shall have a complete medical examination by a physician within thirty days prior to admission.

   1. A statement shall be obtained by the day care center from the examining physician, which shall include a summary of the results of the examination, the past medical history and, if a disease or abnormal condition is found, recommendation as necessary for exclusion or treatment of the infant or modification of his activities or suggestions for health supervision in the case of a handicapped infant.

   2. The medical examination shall be given within fifteen days prior to admission in the case of an infant under six months of age.

   3. Infants shall receive prophylaxis against smallpox, diphtheria, tetanus, pertussis, poliomyelitis, and measles, when there are no medical contraindications, provided however that if the infant's parents or guardian consent in writing therefor, the infant may be admitted and immunized according to the current schedule for immunizations recommended by the department of health.

   4. Infants and children recently vaccinated against smallpox shall be kept separate from the other infants and

children (except for other children also recently vaccinated) until such time that the vaccination is completely healed.

5. Each infant shall be given a periodic complete medical examination and an appraisal of his development by a physician.

6. A health supervision record shall be kept for each infant. Such record shall indicate:

   a. Where the infant is registered for health care;

   b. Dates on which such care was received and the nature of the care;

   c. Current status of immunization procedures;

   d. Recommendations of a physician based on regular examination or examination for illness; and

   e. Staff observations of the infant's physical and developmental status."

Regulation 451.9, New York Department of Social Services

a. "As used in this section infants shall mean children over eight weeks but under three years of age.

b. Infants eighteen months to three years of age shall be cared for in groups not to exceed ten infants in each group. If the group consists of more than five infants eighteen months to three years of age there shall be a full-time assistant to the person in charge of the group.

   1. The person in charge of each group of infants eighteen months to three years of age shall be a head of group meeting the qualifications required by section 451.7, supra.

   2. The group assistant shall be at least eighteen years of age and shall have a suitable personality and an interest in infants.

c. Infants under eighteen months of age shall be cared for in groups not to exceed eight infants in each group. If the group consists of more than four infants under eighteen months of age there shall be a full-time assistant to the person in charge of this group.

1. The person in charge of each group of infants under eighteen months of age shall be a head of group meeting the qualifications required by section 451.7, supra, or a mature adult with suitable formal training in the care of infants or experience in such care with an authorized child care agency..

2. The group assistant shall be at least eighteen years of age and shall have a suitable personality and an interest in infants.

d. Play areas, apart from sleeping quarters, shall be provided where the infants may comfortably and safely sit, crawl, toddle, walk and play. A minimum of thirty-five square feet per infant shall be provided for such purpose.

e. Appropriate and separate sleeping accommodations shall be provided as follows:

1. Cribs, padded playpens, or firm sanitary cots shall be provided at least two feet apart.

2. Pillows shall not be used.

3. A clean sheet, and a blanket when necessary, shall be provided for the exclusive use of each infant.

f. Facilities shall be provided for the proper sanitization or sterilization of toys, equipment and supplies used with each group and for the proper refrigeration of food and baby formula. Where formula is required, it shall be prepared and provided by the parent or other responsible person in the infant's home.

g. Infants shall be kept clean, dry and comfortable at all times. For such purpose, staff shall change infants' diapers as often as may be necessary. A firm, counter-height surface shall be provided in each group's area or room for diaper changes. A sink with running water or other hand washing arrangement shall be provided near the diaper change area. A covered container for soiled diapers shall also be provided at the diaper change area. Such container shall be equipped with disposable plastic liners which can be tied at the top for for convenient removal.

h. Toileting equipment such as potty chairs, appropriate to the toilet training level of the infants in the group, shall be provided. All such equipment shall be completely washable.

i. Each infant shall be removed from his crib, playpen or cot and held or placed in a chair for each feeding. Each infant shall also be removed from his sleeping accommodations at other intervals during the day, and shall be permitted to crawl, toddle or walk as age and development permit.

j. Infants shall be taken outdoors for a part of each day except during inclement weather and where a physician has ordered otherwise.

k. Sufficient, nourishing food following a diet acceptable to the department shall be provided for the infants. Menus and diet plans shall be available for review by a consultant nutritionist of the department.

l. Appropriate educational, play and other equipment shall be available for the infants' use.

1. REGULATING AUTHORITY

   a. Licensing Authority: "Child Day-Care Licensing Board. There is hereby created the Child Day-Care Licensing Board which shall coordinate all local and state agencies in inspecting, licensing and providing services to day-care facilities as provided by this Article. The Board shall consist of 15 members, five of whom shall be state officials and ten or whom shall be citizen-members."

   b. Statute: Article 7, Chapter 110 of the North Carolina general statutes.

   c. Regulations: "Day Care Center Standards for Child Care."

2. DEFINITION

   a. Child Care Agency: None specified.

   b. Day Care Center: "A Day Care Center is defined as any facility which regularly receives 16 or more children who are grouped together as participants in a long range program of supplemental parental care. Sub-groupings of children enrolled ensures individualized care.

   "Planned activities are determined by the child's age, development, special needs, family situation, and hours of care. Daily care is usually extended beyond a four hour period, but for less than a full 24 hour day."

3. CHILDREN ELIGIBLE

   a. Minimum-Maximum Age: Infants - 6
      Number of Children: 16 or more

   b. Group Size Limits:

Age	Number of Children
0 to 8 months*	8
Mixed groups 0 to 18 months*	8
18 to 30 months*	6
2 years	12
3 years	16
4 years	20
5 - 6 years	25

* Special infant-toddler groupings.

c. Child/Staff Ratio:

0 to 8 months*	4 : 1
Mixed groups 0 to 18 months*	4 : 1
18 to 30 months*	6 : 1
2 years	8 : 1
3 years	12 : 1
4 years	15 : 1
5 - 6 years	18 : 1

"Centers may choose to use the vertical age grouping pattern. In such instances, the following ratios apply:

18 months - 3 years - no more than 6 children per staff person
2 years - 4 years - no more than 10 children per staff person
3 years - 5 years - no more than 12 children per staff person."

4. STAFF QUALIFICATIONS

a. Director:

1. Age: Minimum 21 years

2. Education/Training: "Fundamental personal qualities of staff which shall be general characteristics and obvious to all who observe in the center or shall be a matter of personnel record shall include:

- .Have a practical knowledge of child development by experience or training, preferably both.
- .Demonstrate general administrative ability to plan, to work with people, to manage finances, and to select and supervise other staff.
- .Have an ability to work with governing boards or advisory committees of parents and/or professionals (for director employed by a sponsoring group).
- .Attendance at workshops and short courses at least annually.
- .An interest in reading books and articles related to day care services and child and family development.
- .An ability to give supervision (when indicated) and to accept supervision."

3. Physical: "The following health requirements apply to all staff:

- .Tuberculin and serology tests shall be completed unless specifically exempt by local Health Department modifications.

- A record of physical examination, certifying that each is free from any physical, emotional, or mental illness detrimental to a child (including communicable disease) shall be provided initially and updated annually.
- General good health with plenty of energy; neither too young to exercise mature judgment in caring for children nor too old to function with physical and mental competence."

4. Character: "A good moral character and free from habits injurious to children, as evidenced by conduct toward children and, for the owner/operator of a commercial facility, three written references attesting to his/her suitability.

   "A genuine liking for children, a friendly attitude toward all persons, a special interest in children, and a capacity for understanding and enjoying them."

b. Teachers:

   1. Age: None specified.

   2. Education/Training: See 4.a.2. above.

   3. Physical: See 4.a.3. above.

   4. Character: See 4.a.4. above.

c. Assistants: "Some centers may choose to use volunteers to assist regularly in the daily care of children. In such instances, the volunteers shall:

   1. Have an interest in task assigned.

   2. Be willing to learn and show progress in developing skills.

   3. Have a willingness to accept supervision.

   4. Be able to assist in emergency situations.

   5. Be free from habits or characteristics potentially harmful to children.

   6. Provide a statement from their physicians as evidence of good health or records of tuberculin and serology tests renewed annually."

5. PHYSICAL FACILITY

a. Use Restrictions:

1. "The facility shall not be located where conditions exist that would be hazardous to the physical or moral welfare of the children.

2. "No business which may adversely affect the welfare of the children shall be conducted on the premises.

3. "Space used for the care of children shall not be used for any other business, commercial, or social purpose when the children are present."

b. Physical Structure:

1. General: "In selecting a building, consideration should be given to such items as size of rooms, need for addition or removal of partitions, location of toilet facilities, accessibility of kitchen to feeding area, accessibility to loading areas for both children and supplies, and accessibility for outdoor play area. Day care centers may be located in various types of buildings. Examples include: (1) private residences; (2) houses totally converted to child care facilities; (3) commercial buildings adaptable to conversion to child care facilities; (4) community centers; (5) church facilities; (6) buildings constructed specifically for child care."

2. Usable Floor Levels: Not specified.

3. Indoor Space: "Thirty-five to fifty square feet shall be provided for each child, measured from wall to wall, including space necessary for open shelves and movable furniture. Space in passage hallways, toilet area, kitchen, office, storage and isolation areas may not be included. Special consideration of unique floor plans may be indicated."

4. Outdoor Space: "One hundred to 150 square feet of space shall be provided per child using the area at any one time except where this is in conflict with local ordinance."

5. Lighting Requirements: "All rooms shall be provided with sufficient artificial lighting so that objects on the floor are readily visible."

6. Toilets, Washbasins/Child Ratio:

Toilet ratio	1 : 10
Washbasin ratio	1 : 10

7. Special Features: "The play area shall be surfaced to eliminate most mud and dirt. Grass is the most desirable surface with areas of concrete or asphalt for specific uses. Concrete or asphalt shall not be used as surface material under climbing structures or swings. Other acceptable surfaces are fine gravel (chat), bark or tree chips, and sand. Grass shall be well clipped."

6. CODE REQUIREMENTS

a. General: "Careful attention should be given to the selection of the building. It must meet fire protection, building and sanitation requirements, as well as all local ordinances relative to zoning and privilege licensing. It is wise to have the proposed building inspected prior to the acceptance of children in care so that necessary changes can be made before children are involved. It may be that some proposed buildings would be completely unacceptable."

b. Building: "Initially, the building shall be inspected by the building inspector having jurisdiction and shall be certified as meeting all applicable building standards. The satisfactory inspection report shall be completed by the building inspector with one copy submitted to the licensing agency and another copy sent to the day care center.

"Where no building inspection department exists, the local fire department shall make this report. The North Carolina State Building Code, Section 519.3, applies to day care centers."

c. Fire: "Initially, the building shall be inspected by the fire department having jurisdiction, and satisfactory reports shall be sent to the licensing agency and to the day care center." See 6.b. above.

"All rooms shall be ventilated by either natural or artificial means."

d. Safety:

1. "To assure continuing safety and sanitation of the day care center, periodic inspections by local fire and health officials shall be made, and reports sent to the licensing agency and the day care center. Any recommendations made by the local inspectors shall be carried out."

2. "All steps and stoops or porches leading into or located within the building shall be sturdy and safe and shall have railings where needed for safety. Indoor stairways shall be protected by gates where necessary for safety."

3. "Glassed areas (low windows, glass doors) shall be protected by shutters, screening or other type of barrier that can be easily removed for washing of glass, yet not prevent children from seeing out."

4. "The entire area used by the children shall be clear of litter, nails, glass, sharp stones. All hazards shall be removed."

5. "All stationary equipment shall be firmly anchored and all metal equipment used shall be free of sharp or jagged edges."

6. "The play area shall be enclosed with a fence designed to protect the children."

7. "Space and equipment shall be arranged for safety and for easy and unobtrusive supervision. Areas for the use of wheel toys and swings shall be placed away from the areas of most active play."

3. Sanitation:

1. "Initially, the building shall be inspected by the health department having jurisdiction and shall be certified as approved for day care. Satisfactory reports shall be sent to the licensing agency and to the day care center."

2. "Interior walls and ceilings shall be painted in light, bright colors and shall be kept clean."

3. " Curtains, draperies, shades, or blinds shall be kept clean."

4. "In basement areas, the floors and walls shall be dry, easy to clean, and free from draft."

5. "When caring for children, the standards of cleanliness to protect their health may be higher than considered necessary at home. Germs are brought in and are easily transmitted from one child to another if conditions for controlling the spread of disease are not carefully maintained. The sterilization procedure in the kitchen, storage of food supplies, refrigeration and garbage disposal are all important factors of health protection."

   .Food preparation and service shall be subject to conditions outlined by the Sanitation Inspection Report.
   .The kitchen shall not serve as a thoroughfare or as the principal access route between indoor and outdoor play areas."

7. LICENSING FEE: Not specified.

8. CHILD HEALTH

   a. "A report of the medical examination shall be received prior to or at the time of admission to the center."

   b. "The medical examination shall be repeated every two years for children over 24 months of age."

   c. "The staff shall have regular discussion of a child's health problems with the parents and shall give encouragement to the parents to help them meet these needs."

   "No transient children or drop-in care shall be accepted except when the center provides separate space, equipment, and staff for such care."

   "During cold weather the humidity level shall be sufficient to maintain a comfortable room at 68° - 72° temperature."

   d. "Children shall be protected from infectious disease."

   e. "An isolation area shall be provided where children too sick to remain in the center may be comfortably and pleasantly kept until parents arrive."

9. OTHER

a. Records and Reports: "In any business, records are necessary. The director of the center has primary responsibility for the maintenance of the records, although staff members help with that part of the children's records which deals with attendance and information which should be shared with parents. Business records, including a record of all money received and payments made, insurance records, equipment purchases, warranties and repairs, should be kept by the director. These are valuable as tax records. These records should be kept according to accepted accounting procedures and an annual audit completed. Except for non-profit centers, business records are not subject to review by the licensing agency."

"The following records shall be kept together in individual folders and available to the licensing agency on request:

1. Personnel Records:

   - .Identifying and emergency information
   - .Health records
   - .A statement of education, experience and other employment information
   - .Periodic evaluations regarding attitude and performance.

2. Administration Records:

   - .Accurate record of children's enrollment and attendance
   - .Initial building inspection report
   - .Current sanitation records
   - .Current fire inspection records
   - .Notations regarding the actions taken to correct any deficiency noted in the inspections reports.

3. Children's Records: Shall be available only to qualified persons who respect the confidentiality of such records and shall include:

   - .Completed application form
   - .Current health record
   - .Record of child's adjustment and development
   - .Record of conferences with parents."

b. Program: "One of the keys to a good program is that it is not rigidly planned but gives the child opportunity to do things on his own initiative. There should be periods of time through the day when the child is permitted to choose activities so long as this freedom does not interfere with other children's activities. During this play time, much learning takes place and it will occur at the child's own pace. There will be, however, scheduled times when all the children in the group will be participating in a planned experience designed for the children to learn to do things appropriate to their stage of development.

"Play is a medium through which the young child studies and learns. Through play, a child develops his five senses, learns to handle things and manipulate different materials, learns to make choices, learns to express his ideas, learns cause and effect and solves problems, develops judgment, experiments, and discovers. A day care center, then, must see play as of central significance in its program and must offer a rich variety of appropriate play experiences to every child."

c. Educational Equipment: Indoor education equipment for preschool children should include:

.Housekeeping and dramatic play equipment
.Block building
.Manipulative toys
.Art materials
.Musical equipment
.Science or nature studies appropriate to the children's age and interest.

d. Outdoor Equipment:

".Climbing structures, such as platforms, A-frame, chicken coops, jungle gyms, rope ladders, steps, large sewer pipe set securely in concrete, barrels
.Wheel toys (appropriate to age) such as wagons, wheel barrows, tricycles, etc.
.Digging area, such as sandbox, sandpit, or natural ground
.Balancing area, such as walking boards, logs, tractor tires, boxes, wooden or cardboard (for building and climbing into)."

e. Other Equipment: "A cot and linens shall be provided for each child's rest or sleep, to be used only by him or her. These shall be kept clean.

"One chair and one place at a table (primarily for eating) shall be provided for each child."

f. Discipline: "The methods of discipline shall be in compliance with good child care practices with no severe or unusual punishment administered and no food withheld as punishment."

g. Nutrition: "Requirements for planning for nutrition and food services are:

1. Wholesome, nutritious foods, handled in a sanitary manner and attractively served shall be provided in the variety and amount necessary to meet a child's food needs.

2. Each meal shall be planned to provide about one-third of a child's food needs: for care from 5 to 9 hours - 1/3 to 1/2 of food needs for the day in one regular meal and one or more snacks; for care 10 hours or more - 2/3 of food needs for the day in two meals and one or more snacks.

3. The planning of nutritious snacks and balanced meals shall be under the supervision of a nutritionist. Where the services of a nutritionist are not available, the daily food plan shall be carefully followed.

4. Menus shall be planned at least one week in advance, kept on file, and posted for parents.

5. Attention shall be given to the planning and preparation of special diets for children with health problems as ordered by the physician if such children are in care."

h. Insurance: See 9.i. below.

i. Transportation: "When transportation is provided by the center, additional responsibilities for the health and safety of the children are assumed. No child should ever be left at his home if there is no one there to receive him. Precautions are also necessary to protect the center.

1. If there are more than five children being transported in one vehicle, there shall be an assistant to help care for the children while enroute.

2. If infants are transported, there shall be a minimum of two adults.

3. Each child shall have a seat and must remain seated while the car or bus in in motion.

4. There shall be no more than one hour riding time each way for a child.

5. Children shall be protected by liability insurance."

j. Telephone: "A telephone shall be available with the center's number listed for public use, and a plan made for emergency telephone calls.

"Emergency telephone numbers (fire, sheriff, police, ambulance, rescue squad) shall be posted. These sources are appropriately used for emergency."

10. SPECIAL PROVISIONS

a. Infant Care:

1. "There continues to be an entirely appropriate and deep concern that infants should receive individualized care, not "assembly line" attention in groups. The kind of care that safe-guards health, builds trust in the world and competence to cope with learning, develops language and motor skills, and encourages social interests is of tremendous importance, for the crucial nature of all experiences in the first years of life is by now clearly recognized. The out-of-home day-time care of children younger than two years presents special hazards, requires special safeguards, and demands sensitive, imaginative planning with continued evaluation of the experience for each baby and his family."

2. "Because of the controversial nature of the group care of infants, the State Board of Social Services adopted a resolution to the effect that the State Board does not condone the placing of children under 18 months in group care. However, standards for infant care are proposed because infants already are in day care."

3. "It is important that care-givers enjoy very young children, watching them develop and change and "grow up". In addition, the care-giver needs a high level of energy, the patience for close and constant alertness, good humor, tolerance for "baby ways" and appropriate expectations of each child's abilities to "wait for service" and postpone gratification. Each care-giver must show respect for the individual child's uniqueness and level of development and have an awareness of her influence on and importance to the child."

4. "Activities planned for infants and toddlers are more difficult to define than those for older children who respond to group activities. This does not mean, however, that no program planning is necessary for infants and toddlers. It becomes important for the care-giver to be sensitive to the baby's response to daily routines, and, therefore, to know when the baby is hungry, sleepy, bored, or is wanting comfort or would enjoy intimate physical contact."

5. "Toddler-age children are curious, and they are learning about the world around them. Even infants respond to bright colors and moving objects. In group care, these children will necessarily be confined and not have opportunities to move from room to room to explore as they would have at home. Hence, it becomes necessary to bring some of these experiences to the children."

6. "One of the major concerns for infants in group care is for their health. Centers choosing to give infant-toddler care have an added responsibility to build necessary safeguards into their programs. Again, the stability of the child population becomes important. Frequent changes among the infants enrolled may bring serious complications of infectious disease. There are particular hazards to physical health associated with group day care of young infants. Three commonly occurring pathogens - causing croup and bronchitis, severe diarrhea, and pneumonia - can be deadly in young infants but are rarely associated with severe illness after two years of age. It is possible to control the spread of these in infants by careful attention to proper management of the day care center, but no day care center should undertake casually the day care of infants. The attitude that these diseases are medically treatable and that attention to sanitation and hygiene are unnecessary is false since once the infant becomes seriously ill

there are real limitations to the help medical care can provide. The primary responsibility for health care and the prevention of infectious disease cannot be placed on the physician; it must rest directly on those entrusted with the minute-to-minute care of the young infant."

7. "Meal planning for infants is dictated by the individual needs of a child. Care must be taken to follow the plan suggested to the mother by the child's doctor."

   "As children become toddlers, they become interested in self-feeding. Although his efforts may require infinite patience, as well as additional housekeeping duties by the staff, it is important to the toddler as he begins to assert his independence to be allowed this freedom in self-feeding."

8. "The period of toilet training need not be difficult for the child if it is approached with patience and a positive attitude. Attitudes about their bodies which children learn during this period are of tremendous importance to their feelings of self-worth. There is no place in toilet training for harsh treatment or scolding and shaming. Staff should not feel anxious if results are not achieved quickly."

9. "For the convenience of the staff, as well as the parents, there should be only one plan for supplying diapers. The parents should be encouraged to provide clothing so designed that it is easy to dress and undress infants for diaper changing and so that the child can practice self-help in the toileting and dress-undressing process as he grows."

NORTH DAKOTA
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Public Welfare Board.

   b. Statute: Chapter 50-11-01 through 50-11-06 and 50-11-06.6 through 50-11-10 of the North Dakota Century Code.

   c. Regulations: "Social Work Manual of Public Welfare Board of North Dakota, Chapter 425."

2. DEFINITION: "A day care center is a facility, separate from a family home, which provides care for children on a regular basis. Any facility which provides care for more than four hours to the same group of children must be licensed as a day care center, unless it is operated by a governmental agency other than the county welfare board or the Public Welfare Board."

3. CHILDREN ELIGIBLE:

a. Minimum-maximum ages:	Under 3 years with special approval. 3 to 7 years and older normally.
Number of children:	Not specified apart from "group of children."
b. Group Size Limits:	Not specified.
c. Child/Staff Ratio:	Under 2 years of age -- 3:1 2 to 3 years of age -- 5:1 3 to 5 years of age --10:1 5 to 7 years of age --12:1

There must be a second attendant available for any group no matter how small, although above ratio must be met by paid staff.

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: Not specified.

      2. Education/Training: High school education, additional training in child development or experience preferred.

      3. Physical: Before a person is employed in a day care center, and annually thereafter, the individual must have a physical examination including an appropriate

check for tuberculosis. The physician must have knowledge of the child care employment contemplated and his report should indicate that the person has no communicable disease or other known physical or mental health problem detrimental to child care. Health records on every staff member who has contact with the children must be maintained.

4. Character: The director is responsible for supervising the daily program for the children in her group and the work of the assistants and volunteers assigned to her. She must also work directly with the children and their parents, giving as much individual attention as possible.

b. Teachers:

1. Age: Not specified.

2. Education/Training: Not specified apart from "must have an understanding of the needs of children."

3. Physical: See 4.a.3 above.

4. Character: "Must have an understanding of the needs of children."

c. Assistants: Same as Teachers above.

5. PHYSICAL FACILITY:

a. Use Restrictions: Not specified.

b. Physical Structure:

1. General: Only requirement is that the kitchen be separate from the playroom.

2. Usable Floor Levels: Not specified apart from "for preschool children ground floor space is particularly desirable."

3. Indoor Space: 35 sq. ft. of play space per child.

4. Outdoor Space: 75 sq. ft. per child. "If the outdoor play space is not large enough for the entire enrollment, the children may be divided into smaller groups and use the outside play area in shifts. If the outdoor area is

near a busy street, highway, or other dangerous area, it shall be provided with a fence of such construction that the children are protected."

5. Lighting Requirements: "The rooms used for children should have an adequate amount of sunlight with windows above ground level. Lighting facilities should be adequate for the comfort and protection of the health of children." There was no specified window/floor area ratio.

6. Toilets-Washbasins/Child Ratio: One of each for every 10 children up to 20 and one of each for every 15 children thereafter is recommended, but not required.

6. CODE REQUIREMENTS:

a. General: "The premises to be used are in fit sanitary condition and properly equipped to provide good care for all children."

b. Building: The Public Welfare Board will take into consideration the recommendations of the State Fire Marshal in licensing existing facilities. Any plans for new buildings or for extensive remodeling of existing facilities will be given to the State Fire Marshal for recommendations.

c. Fire: See b. above.

d. Safety: See b. above. Also, precaution must be taken to prevent accidents. Medicines, poisons, and other potentially dangerous substances must be kept in a locked container and out of the reach of children at all times.

e. Sanitation: The Public Welfare Board will take into consideration the recommendations of the State Health Department in licensing existing facilities. Any plans for new buildings or for extensive remodeling of existing facilities will be given to the State Health Department for recommendations. Also the water supply must be tested and approved by the State Health Department. Sanitary drinking facilities must be provided. Separate towels, washcloths, and combs must be used for each child. Also, in a full-day day care center the kitchen shall be separate from the play room. It shall be equipped for the sanitary storage and preparation of food, and washing of dishes.

7. LICENSING FEE: No fee required.

8. CHILD HEALTH:

   a. Before he enters day care, each child must have the immunizations prescribed by the family physician unless objected to for religious reasons.

   b. Emergency medical care must be readily available. The name, address, and telephone numbers of the family physician of every child, together with the parents' written permission to call a physician, must be on file with the child's medical records so the doctor may be called in case of sudden illness or accident.

   c. There must be a daily health inspection by a person capable of recognizing common signs of disease or other evidence of ill health. If a child becomes ill during the day, he must be isolated promptly from the other children. If a center has a nurse on the staff and a well-equipped isolation room, the sick child may be cared for at the center. Otherwise, arrangements must be made for the child's care elsewhere.

   d. When a child is absent, the day care center shall inquire as to the reasons so that interests of the other children may be properly protected. No child shall be re-admitted after an absence until the reason for the absence is known and there is assurance that his return will not harm him or the other children.

   e. All staff members shall be familiar with first-aid procedures. No medication shall be given without instructions from the mother or a physician.

   f. If day care is purchased by the county, the child must have medical and dental examinations before entering day care and annually thereafter, unless more frequent examinations are indicated.

9. OTHER:

   a. Records and Reports:

      1. The day care center shall display its license in a position where it is readily seen.

      2. A copy of the standards for day care centers shall be kept on the premises.

3. A personnel file shall be kept on each staff member and should include a record of the individual's education, experience, and report of annual medical examination.

4. A child's record must include:

   Name of child, home address, names of parents, their business addresses and telephone numbers.
   Name, telephone number, and address of child's doctor.
   Parents' permission for emergency medical care.
   A list of any allergies or medicines to be given.
   Statement of parents' payment plan.
   A record of daily attendance.

b. Program:

   1. The program must be planned in such a way that, for the most part, each day follows a similar pattern.

   2. The program should provide alternate periods of active and quiet play.

   3. In suitable weather there should be at least 30 minutes of outdoor play in each half day of care.

   4. Equipment should be arranged so that small groups of children can move from one activity to another according to their interests. Materials on shelves, easels, and play housekeeping equipment should be within children's reach.

   5. The program must provide time when a child can play by himself or as a member of a small group.

   6. In all facilities, there must be activities provided to meet the interests and capabilities of each age group present.

   7. Creative experiences should be provided with art, music, books, stories, science, blocks, and dramatic play, with basic equipment to afford opportunities for these activities. In addition, there should be basic equipment of suitable size for indoor and outdoor play which develops both large and small muscle coordination.

   8. The programs of day care centers for preschool children must not include the formal teaching of children to read or write.

9. Meals in a full day program must include a morning snack, a hot lunch, and an afternoon snack for all children.

10. A morning quiet time should be included in the schedule just prior to lunch.

11. All preschool children should be required to rest on individual cots or beds after the mid-day meal. Children who cannot sleep should be required to lie down quietly for one-half hour and may then be taken elsewhere for quiet activity until the others have finished their naps.

c. Educational Equipment: None specified.

d. Outdoor Play Equipment: There should be basic equipment of suitable size for outdoor play which develops both large and small muscle coordination.

e. Other Equipment: None specified.

f. Discipline: Nothing specified.

g. Nutrition: The facility must provide adequate and nutritious meals and snacks prepared in a safe and sanitary manner. Mid-morning and afternoon snacks should be served, and lunch at noon. Milk served must be pasteurized or obtained from a dairy approved by the Dairy Commissioner or by the Health Department.

h. Insurance: The center must have adequate liability and fire insurance.

i. Transportation: Safety precautions around delivery and pickup of children must be assured. Any day care center that provides transportation shall meet the requirements for the transportation of school children.

j. Telephone: There must be a telephone in a convenient location within the center.

10. SPECIAL PROVISIONS:

a. Infant Care: Day care centers shall not accept children under three years of age unless the center has been planned specifically for younger children and has been licensed for the care of children under three years of age. Approval of the Administrator of Services for Children and Youth or his appointed representative must be obtained before a center may be licensed for children under the age of three.

OHIO
Day Care Centers

1. REGULATING AUTHORITY:

    a. Licensing Authority: Department of Public Welfare.

    b. Statute: Section 5104. of the Ohio Revised Code, Amended Substitute Senate Bill No. 105, November, 1969.

    c. Regulation: Written into the above statute.

2. DEFINITION:

"Child Day Care Center means any place in which child day care is provided for 5 or more infants, pre-school children, or school age children outside of school hours in average daily attendance, other than the children of the owner or administrator of the center, with or without compensation. Excluded are summer camps, child care while the parent is on the premises, special interest or activity groups, and child care in place of worship during religious services."

3. CHILDREN ELIGIBLE:

    a. Minimum-maximum age: Infancy through school age.
    Number of children: 5 or more.

    b. Group Size Limits: Not specified apart from "in small groups".

    c. Child/Staff Ratio: "At least two responsible adults shall be available at all times."

Age of Children	Ratio
Under 18 months	8:1
18 mos thru 2 years	10:1
3 years thru 4 years	15:1
5 years and older	20:1

4. STAFF QUALIFICATIONS:

    a. Director:

        1. Age: Not specified.

        2. Education/Training: Completed high school education plus after December 31, 1971, at least 2 years college or experience in related fields.

3. Physical: The administrator and each employee must be examined by a licensed physician not more than thirty days before employment and annually thereafter and must have on file at the center a statement signed by the physician certifying the administrator or employee to be:

   Free from communicable disease, including tuberculosis, verified either through negative tuberculin skin test or by negative chest x-ray;

   Physically fit for employment in a facility caring for young children;

   Immunized against poliomyelitis and diphtheria. An employee may be exempted from the immunization requirement upon filing a written request with the center.

4. Character: The administrator and every employee of a child day-care center must be mentally and physically able to perform his duties. Neither the administrator nor any employee shall be convicted of child abuse or other crime involving moral turpitude.

b. Teachers:

   1. Age: Not specified

   2. Education/Training: After December 31, 1971, completed high school education or completion of approved training program.

   3. Physical: See 4.a.3 above.

   4. Character: See 4.a.4 above.

c. Assistants:

   1. Age: Not specified

   2. Education/Training: After December 31, 1971, completed high school education or completion of approved training program.

   3. Physical: See 4.a.3 above.

   4. Character: See 4.a.4 above.

5. PHYSICAL FACILITY:

a. Use Restrictions: If living quarters are located in the same building as a child day-care center or the building is shared by other persons or groups, the portion of the building to which the children from the center have access must be used only for child day-care during the hours that the center is in operation.

Where a building of mixed occupancies including a child day-care center exceeds the height and area limits of the Ohio Building Code for the principal occupancy, then the child day-care center shall be fire separated from other occupancies.

b. Physical Structure:

1. General: No general specifications.

2. Usable Floor Levels:
In fireproof buildings - 1st through 6th;
In noncombustible buildings - 1st through 3rd;
In other buildings 1st and 2nd.

Infants shall receive care only on the first story unless approval from the state fire marshal or the fire chief or fire prevention officer of the municipal corporation or township in which the center is located.

These requirements apply to areas and heights only of those portions of buildings actually occupied for centers, and shall not be interpreted as requiring the removal of additional areas or stories of a building when the additional space is not used by this occupancy.

3. Indoor Space: 35 sq. ft. per child, exclusive of any parts of the structure in which the care of children is prohibited by law.

4. Outdoor Space: 60 sq. ft. per child, fenced. If an area, such as a park or playground, not connected with the center is used for play or recreation, the children shall be closely supervised both during play and while traveling to and from the area.

5. Lighting Requirements: Light and natural ventilation shall comply with the requirements of Chapter BB-27 OBC-1967.

6. Toilets - Washbasins/Child Ratio:

Toilets	Washbasins
1:15 children	1:20 up to 100 children
1:25 16 to 100 children	1:30 in excess of 100
1:35 children in excess of 100	

7. Special Features: No special requirements.

6. CODE REQUIREMENTS:

a. General: The building in which the center is housed, subsequent to any major modification, shall be approved by the department of industrial relations, or a certified municipal or county building department for the purpose of operating as a center.

b. Building: Any structure used for the operation of a center shall be constructed, equipped, repaired, altered, and maintained in accordance with applicable provisions of Chapters 3781. and 3791. of the Revised Code and with regulations adopted by the board of building standards under Chapter 3781. for the safety and sanitation of structures erected for this purpose, and existing structures used for this purpose.

c. Fire: The state fire marshal (or the fire chief or fire prevention officer of the municipal corporation or township in which the center is located) shall inspect the center to be free from conditions dangerous to the safety of children. Each center shall have a practical plan approved by the fire marshal, fire chief, or fire prevention officer for evacuation of the building in an emergency in the shortest possible time without confusion, and all employees shall be familiar with such plan.

d. Safety: See 6.c. above.

e. Sanitation: The center shall receive from the board of health of the health district in which it is located, or the state department of health, a current license permitting the preparation or serving of meals or lunches, as provided in Chapter 3732.of the Revised Code and any relevant regulations adopted by the public health council.

7. LICENSING FEE: If 30 or more children and both morning and afternoon sessions the fee is $100.00. The fee for any other child day-care center is $50.00. The fee for renewal for all is $25.00.

8. CHILD HEALTH: Each child attending the center shall be examined by a licensed physician not more than thirty days prior to admission and annually thereafter, certifying that the child is free from communicable disease, including tuberculosis, and has had the immunizations required by statute for admission to school under section 3313.671 of the Revised Code. The immunization requirement may be waived by the administrator of a center on a parent's written request for exemption.

   The center shall have a written plan to cover medical emergencies, using the services of a physician or hospital and including transportation of the child to the source of medical assistance, if necessary. Parents or guardians shall be notified as soon as possible of emergencies or major accidents. First aid supplies and a person trained in first aid by a doctor or nurse or having completed a course in first aid which is approved by the state department of health shall be readily available at all times the center is in operation.

   A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily before he enters a group. Any child who is suspected of having a communicable disease shall be isolated immediately in a space set aside for isolation and care of a sick child, and discharged to his parents as promptly as possible.

9. OTHER:

   a. Records and Reports: The administrator shall keep records of the children attending the center, including the name and birthdate of each child, the names, addresses, working addresses, telephone numbers, and emergency contacts of each parent or guardian, and the health record and daily attendance record of each child. These records and the certification of employees' health are confidential and need be disclosed only to the director of public welfare or his representative for the purpose of administration and enforcement of Chapter 5104. of the Revised Code.

b. Program: The center shall provide each day for both quiet and active play suitable to the age levels and abilities of the children under care, and make available to the children play materials and equipment for this purpose.

c. Educational Equipment: See 9.b. above.

d. Outdoor Play Equipment: See 9.b. above.

e. Other Equipment: Individual firm and sanitary cots shall be provided for each pre-school child, and no child is permitted to sleep on the floor. Furniture, materials, and equipment shall be safe and sanitary.

f. Discipline: A child-care staff member in charge of a child or group of children is responsible for their safety and discipline.

g. Nutrition: The menus for the current week shall be posted for public display in the center. Any pre-school or school-age child who is in attendance between the hours of eleven a.m. and one-thirty p.m. shall be served a meal which constitutes at least one-third of the child's recommended daily dietary allowances, including foods from all four basic food groups, and reflecting the developmental stage of the child. Pre-school and school-age children in attendance for the full day are served a minimum of one snack.

h. Insurance: Not specified.

i. Transportation: Not specified.

j. Telephone: No specified.

10. SPECIAL PROVISIONS:

a. Infant Care: Infants shall receive care in a room or rooms apart from older children. Infants shall receive care only on the first story as defined in the Ohio Building Code, Chapter BB-57, unless approval of other arrangements is obtained.

The rooms shall be ventilated by windows or mechanical means in such a manner as to avoid direct drafts on children.

The infants shall be arranged in units of not more than eight.

There shall be hand-washing facilities available in the area.

Formulas should be prepared by the parents if possible. If a formula or infant food is prepared by the center, it shall be prepared in accordance with written instructions from the parents or the physician in charge of the child and by a technique approved by the department of public welfare in cooperation with the department of health. All formulas are to be clearly labeled and refrigerated until used.

Each child shall be provided with a separate crib of sturdy construction, with closely spaced bars, a firm mattress securely covered with a waterproof material not dangerous to children, and clean crib sheets. There are no restraining devices of any type to be used in cribs. The minimum space between cribs is two feet.

Changing, storing, and laundering of diapers are to be handled in accordance with methods approved by the department of public welfare in cooperation with the department of health.

To the extent possible, infants shall be cared for primarily by the same adult each day. Each infant shall be removed from his crib and held or placed in a chair for all feedings, and removed from the crib at other intervals during the day for individual attention. Each infant is allowed to safely and comfortably sit, crawl, toddle, or walk, and play, according to his stage of development, in a space apart from sleeping quarters each day.

OKLAHOMA
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Institutions, Social and Rehabilitative Services.

   b. Statute: The Oklahoma Child Care Facilities Licensing Act (10 O.S. Supp. No. 401-410)

   c. Regulations: "Standards for Day Care Centers and Family Day Care Homes, 1970".

2. DEFINITION: "A Day Care Center is defined as meaning a facility which provides care for 6 or more children for six or more hours of the 24 hour day. This does not include nursery schools, kindergartens, or other facilities for which the purpose is primarily educational, recreational, or for medical treatment, and informal arrangements with friends."

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: Infancy to 6 years and over
      Number of children: 6 or more

   b. Group Size Limits:
      0 to 2 years - 8
      2 and 3 year olds - 15
      4 year olds - 20
      5 year olds - 25

   c. Child/Staff Ratio:
      Infants in cribs - 4:1
      10 mos. to 2 yrs. - 6:1
      2 year olds - 8:1
      3 year olds - 12:1
      4 years to 6 years - 15:1
      6 years and older - 20:1

      "When a center gives care to mixed ages the ratio shall be 8:1 with no more than 2 of the 8 being infants or children who require special care."

4. STAFF QUALIFICATIONS:

   a. Director

      1. Age: Not specified

      2. Education/Training: All teaching and supervisory staff must be high school graduates or equivalent of education and experience - substiture 1 year of experience in group care of pre-school children for 1 year of high school with maximum substitution of 2 year.

3. Physical: All staff members must possess adequate physical and emotional health.

4. Character: All staff members must be of good character. Persons convicted of a morals charge, physical violence, or child abuse shall not be permitted to work with the children.

b. Teachers:

1. Age: Not specified.

2. Education/Training: All staff members must be equipped by education, training, and/or experience for the work they are to perform. Also see 4.a.2 above.

3. Physical: See 4.a.3 above.

4. Character: See 4.a.4 above.

c. Assistants:

Maintenance staff, cooks, maids, custodians must be able to read and write.

5. PHYSICAL FACILITY:

a. Use Restrictions: The center shall be located in an area which offers minimum hazards to the health, safety and welfare of the child. No other business or child care service shall be carried on in the center during the time child care is provided, other than those for which day care licenses are issued.

b. Physical Structure:

1. General: No general specifications.

2. Usable Floor Levels: Ground or first floor with following exceptions: Approved properly ventilated basements for short play periods; Upper floors if approved for fire and safety.

3. Indoor Space: 35 square feet per child, exclusive of hallways, bathrooms, kitchen and space occupied by furniture not for the children's use.

4. Outdoor Space: 75 square feet per child - Fenced, free from hazards, and with safe access.

5. Lighting Requirements: All quarters shall be adequately lighted - the recommended lighting is 25-35 foot candle power.

6. Toilets-Washbasins Child/Ratio: 1 of each for every 10 children. Bathroom facilities shall be suitable, adequate and easily available to the children.

7. Special Features: Rooms shall be relatively free from moisture condensation. Floor and wall coverings shall be of suitable material for the purpose for which the room is being used. The kitchen shall be a separate area.

6. CODE REQUIREMENTS:

a. General: The day care center shall comply with the Construction and Fire Safety Standards for Day Care Centers. Any day care center which operates on a round-the-clock basis may be required to meet other construction standards required in State Adopted Codes, as determined by State Fire Marshal Inspection. This type facility must submit plans to the State Fire Marshal for any new construction, addition, alteration, or major remodeling.

b. Building: New construction, additions to, and major alterations to an existing structure, or conversion of an existing building shall conform to these standards:

Building is to be in good state of repair from standpoint or structural stability.

Buildings over 2 stories in height shall not be approved unless constructed entirely of fire resistive material (masonry and steel) or contain an approved Automatic Sprinkler System throughout.

Use of fiber board for ceilings or wall covering is prohibited.

c. Fire: Existing buildings in use as Day Care Facilities shall strive to accomplish a standard of fire safety at least equal to minimal requirements. The center shall comply with local fire ordinances and regulations. In new constructions, major alterations or conversions, combustible interior wall or ceiling covering is to be treated with flame-proofing material or flame retardant paint. Any combustible decorations to be flame-proofed.

d. Safety: Construction and safety standards shall conform to the Construction and Fire Safety Standards for Day Care Centers regarding exits, heating, electricity and exteriors.
Heating facilities shall present no hazard to the health and safety of the children. Appropriate guards shall be placed around radiators and floor furnaces. Unguarded open-faced heaters and fires in fireplaces are not permitted. Any gas heating appliance shall have a closed combustion chamber and shall be vented.

e. Sanitation: The water supply must meet standards established by the State Department of Health. The center shall be clean, sanitary and uncluttered at all times; free from vermin or rodent infestation. The floors shall be maintained in a sanitary and safe condition at all times. Sewage systems shall meet requirements of the State Department of Health. Private water supplies and water systems shall meet requirements of the State Department of Health.

7. LICENSING FEE: None required.

8. CHILD HEALTH: "Not required but recommended that, within a month after entry to the center, a physician's statement as to the child's health be obtained showing extent of immunizations. If immunizations have not been completed, they must be and evidence so presented.
Children must be carefully observed and isolated if showing symptoms of illness, and if his appearance warrents, parents or the child's physician shall be notified. A plan for emergency treatment shall be written and prominently displayed."

9. OTHER:

a. Records and Reports: Child's records must be kept. These are:

Identification and health record including:

The child's name and date of birth, name of parent(s), home address, business addresses, phone numbers.

The name and address (home and business) of a responsible person to contact in an emergency if parent(s) cannot be located promptly.

Permission of parent(s) authorizing emergency medical care.

Name of person(s) permitted to call for the child.

Health record.

Name, address, and telephone number of physician to call in an emergency.

Date of acceptance and withdrawal from the day care center.

Staff records must be kept. These are

Staff information sheets, including:

Name, age, address and telephone number.

Training, education and experience.

References.

Date of employment and date of separation.

Daily attendance records for each staff member.

Staff health records, including:

Report of an annual tuberculin test and a chest x-ray if indicated.

Report of a physical examination by a duly licensed physician in the state of Oklahoma shall be required by the Department for each person working in a Day Care Center who is unable to perform her normal duties or if there is evidence that she has a physical, mental or emotional problem. If a question exists, the licensing worker can request this.

A report of an annual physical examination by a duly licensed physician in the state of Oklahoma is recommended for each person who works in a day care center.

b. Program: "A day care center shall provide a balanced program of opportunities for learning, indoor and outdoor play, rest periods and meals.

School age children who spend a considerable part of their day in organized and often highly regimented classrooms need individualized, relaxed, and recreational activities during their stay in a day care center. Children who remain all day in the center should have opportunities for hobbies such as crafts, music and excursions appropriate to their age and needs.

A schedule of these programs shall be posted and followed with reasonable regularity.

c. Educational Equipment: The equipment shall be of such size and type that is appropriate to the child's physical needs. An adequate number of tables and chairs shall be provided and low open shelves easily accessible to children for play materials shall be used.

d. Outdoor Play Equipment: Required and specified in Appendix 2 or the standards.

e. Other Equipment: An individual cot or bed shall be provided for each child. Clean, individual wash cloths, towels and drinking cups shall be provided.

f. Guidance and Discipline: Constructive methods of guidance and discipline shall be utilized. Loud, profane or abusive language shall not be used. Corporal punishment shall not be used. Shaming, frightening, and humiliating methods shall not be used. Punishment shall not be associated with rest, toilet training, or loss of food. Any person convicted of assault and battery, beating, physical violence, or otherwise abusing children shall be restricted from the premises of a child care facility.

g. Nutrition: Children remaining in the Day Care Center for longer than a four hour period shall be served a balanced meal which shall provide at least one-third of the child's total daily nutritive requirement.

Menus shall be posted one week in advance so that parents can be made aware of food being provided their children. Such menus shall be closely followed, although reasonable substitutions are permissible.

Snacks shall be provided both mid-morning and mid-afternoon when the interval between regular meals is four hours or longer. Many children require small quantities of food between meals in order to prevent fatigue.

h. Insurance: Not required but recommended that adequate liability insurance be provided for children under care as well as for the employees.

i. Transportation: Where transportation is furnished by the day care center, the driver of the vehicle in which a child is transported to and from a day care center shall possess the appropriate license to operate a motor vehicle in the state of Oklahoma.

Assurance shall be made that the vehicle used is inspected in accordance with the state law.

The vehicle used for transportation shall be covered by passenger liability insurance.

There must be provided safe conduct to and from all cars and safe off-street loading space so that the children are protected from backing cars, from being between cars, and from all traffic hazards.

j. Telephone: There shall be a telephone within the center (pay telephones not acceptable) with a list of emergency telephone numbers conspicuously posted at the telephone.

k. License: The license shall be prominently displayed on the premises.

l. Advertising: No unlicensed center can advertise as licensed. No claims as to standards of care or specialized service shall be made or placed in advertisements unless the center has staff members who are professionally qualified to offer such specific services.

10. SPECIAL PROVISIONS:

Infant Care: A ratio of no more than 4 infants to 1 adult is required and 6:1 if children are over 10 months.

Each infant and toddler shall be provided with a separate crib and/or play pen. The mattresses and play pen pads shall be covered with waterproof, washable material.

Cribs and/or play pens must be at least two feet apart on all sides.

Crib sheets shall be changed daily and whenever soiled.

There shall be provision made for an adequate supply of individual diapers, clothing, powder, oil, etc.

Sufficient formula, food, sterilized water, juice, etc., should be furnished by individual parent or guardian. All bottles, nipples, and bottle covers shall be washed, rinsed, and well drained. Formulas shall be clearly labeled and refrigerated until used. When formula or infant food is furnished or prepared by the Day Care Center, it shall be prescribed by a physician and adequate sterilization methods shall be used. Infants should be held while being fed.

There shall be closed containers for dirty diapers and clothing.

Attendants shall wash hands before handling the infant and after each rinsing of soiled diapers. Diapers shall be changed promptly and buttocks shall be thoroughly cleansed and dried. The child's buttocks must be washed with a cloth that is not used for other purposes and these cloths placed in a closed container. Only freshly laundered or disposable diapers shall be put on the child. Soiled diapers shall be rinsed and placed in covered containers immediately following changing of the child.

Infants and toddlers shall have opportunity throughout the day for play outside the crib or play pen for creeping and crawling, also opportunity for large muscle exercise.

OREGON
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: State Public Welfare Commission.

   b. Statute: House Bill 1782. Oregon Legislative Assembly. 1969 Regular Session.

   c. Regulations: Rules and Regulations governing group day care facilities in Oregon.

2. DEFINITION:

   a. "Day Care means care provided to a child during part of the 24 hours of the day, with or without compensation. Day care does not include care provided:

      1. In the home of the child;

      2. By the child's parents, guardian, or relatives;

      3. By providers of medical service;

      4. Care on an occassional basis, by a person ordinarily not providing care."

   b. "Day Care Facility means any facility that provides care for three or more children, including a day nursery, nursery school group, family day care home or similar unit operating under any name. Specific exclusions are provided for facilities which are primarily educational, training, athletic or social, religious, governmentally supported and directed and group care homes licensed under ORS443.210 to 443.330."

      "No person shall operate a day care facility caring for 5 or more children without a certificate of approval."

      Any person operating a day care facility for fewer than 5 children may apply for a certificate of approval.

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: 0 to 14.
      Number of children: 5 or more.

   b. Group Size Limits: not specified

   c. Child/Staff Ratio: 10:1

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age - not specified.

      2. Education/Training - The Director shall be able to take responsibility.

      3. Physical: "Good physical and mental health."

         "All personnel, paid or volunteer, who work in a day care facility are required to have an examination to exclude communicable tuberculosis. This shall be within the year prior to employment or within the 30 days immediately following employment. Subsequent examinations are required annually."

      4. Character: Good character.

   b. Teacher or Assistant:

      1. Age: Not specified.

      2. Education, Training: None specified.

      3. Physical: Refer to 4.a.3.

      4. Character: "Competent, of good character, and availabe to take charge whenever the director is absent."

   c. Assistants: See 4.b. above.

5. PHYSICAL FACILITY:

   a. Use Restriction: "Day care facilities are prohibited:

      1. In combination with maternity or other nursing Care.

      2. In combination with boarding care of aged persons.

      3. In combination with any business on the premises.)

   b. Physical Structure:

      1. General: The following will be considered essential to every day care facility: indoor and outdoor play space,

adequate sleeping space, isolation facilities, lavatory and kitchen.

2. Usable Floor Levels: "All rooms used for children shall be above street level."

3. Indoor Space: "Rooms for care of children shall have 35 sq. ft. of floor space and 280 cubic feet of air space per child."

4. Outdoor Space: "Shall be sufficient for recreational purposes. "The outdoor play space must be so enclosed or patrolled as to protect the children from street hazards. No hazards to safety within the play space shall be permitted."

5. Lighting Requirements: "Rooms used for the care of children shall have one or more windows opening on a thoroughfare, yard or court, with a ratio of window area to floor area of at least one to eight. (It is recommended that all rooms be located so as to receive the maximum amount of sunlight.)"

6. Toilet-Washbasin/Child-Ratio: One toilet and one washbasin for each 10 children.

7. Special Features: None specified.

6. CODE REQUIREMENTS:

a. General: "When infants under 2 years of age are cared for, separate quarters (including sleeping and playrooms) that are apart from those used by older children shall be provided."

b. Building: "Buildings must have the approval of the State Fire Marshall and comply with local building codes."

c. Fire: See 6.b. above.

d. Safety: "Children must be under competent adult supervision at all times. Play materials shall not be hazardous to the children using them."

"Appropriate first aid equipment shall be provided for use in emergencies. This equipment shall be kept in a suitable cabinet, the contents of which shall be conveniently accessible to the day care facility staff, but inaccessible to the children."

e. Sanitation: "Sanitary drinking fountains or individual drinking cups shall be provided.

Individual towels, wash cloths and combs shall be provided and kept in a sanitary condition.

Rooms, equipment and furnishings used by the children shall be kept clean and sanitary at all times.

Milk and food shall be kept under sanitary conditions. Perishable foods shall be kept under refrigeration.

The serving of raw milk is prohibited.

The methods of garbage and disposal shall meet the standards set by the State Board of Health.

An adequate supply of water of satisfactory quality shall be available for drinking and household use.

The day care facility shall be effectively protected against flies and other insects.

The plumbing system shall meet the standards set by the State Board of Health."

7. LICENSING FEE: $25.00 for centers.

8. CHILD HEALTH:

a. Health examination: A certificate of physical examination, on a form supplied by the PWD, signed by a physician licensed by a State Board of Medical Examiners shall be required for each child admitted, showing freedom from communicable diseases and from any physical or mental defect that would require extraordinary care on the part of the staff, or that would be deleterious to the other children in the day nursery.

T.B. Test required.

b. Immunizations: Satisfactory evidence of immunization against smallpox, diphtheria, whooping cough, poliomyelitis and measles shall be furnished for each child admitted.

c. Daily Inspection: "A daily inspection of each child must be made by an attendant before the parent or guardian leaves the child in the day care facility for the day. No child with any illness shall be permitted to remain, or allowed to come in contact with any of the other children."

d. Isolation: "If a child becomes ill while in the day care facility, he must be segregated from the other children and placed in isolation until removal from the day care facility."

9. OTHER REQUIREMENTS:

a. Records and Reports: "The following information regarding each child received for care shall be recorded at the time of admission and kept on file:

> Name, home address, sex, date of birth, date of entering care, names, work addresses and telephone numbers of parents or guardians, and name, address and telephone number of person to be notified in case of emergency.
>
> A signed authorization by the parent or guardian for the calling of a physician, specified by the parent or guardian, in case of sudden illness or accident shall be obtained at the time of admission, and filed with the data required above.
>
> The date and hour and with whom the child left the facility shall be recorded and filed with the admittance records.
>
> There shall be a day-by-day record of all children attending.
>
> In the event of a communicable disease occurring in the facility, the Local or County Health Department, or the Local or County Health Officer must be notified immediately by telephone or telegraph. The families of the children shall also be notified.
>
> The reports of examinations and certificates of freedom from communicable tuberculosis shall be obtained by and retained in the appropriate files of the day care facility. They shall be made available for inspection on request of the PWD or its authorized representative."

b. Program: Not specified.

c. Educational Equipment: "Suitable play materials shall be provided. Play materials shall not be hazardous to the children using them. They shall be easily cleaned and sterilized."

d. Outdoor Play Equipment: Not specified.

e. Other Equipment: "There shall be separate crib, with a mattress protected by waterproof covering, for each child under two years of age. Individual beds or folding cots shall be provided for all other children. During rest periods, every bed or cot shall be separated from all others by a space of not less than two feet on each side and at both ends. The use of double-deck beds or bunks is prohibited."

f. Discipline: "No harsh or severe punishment by any member of the day care staff shall be permitted. No meals and/or snacks shall be withheld from a child as means of punishment."

g. Nutrition: "Proper and adequate food shall be provided and served. Morning and afternoon snacks, in addition to lunches, shall be served."

"Food served shall be sufficient in quantity, of a quality supplying proper nourishment, and suited to the needs of the children for whom it is prepared."

h. Insurance: Not specified.

i. Transportation: Not specified.

j. Telephone: Not specified.

k. Religious Tolerance: "Except as to the sanitary and safe conditions of the premises and physical equipment, cleanliness of operation, and compliance with laws and rules governing and control of communicable diseases, nothing in these rules shall be construed as authorizing the supervision, regulation or control of the remedial care or treatment of children in any facility conducted exclusively for those who rely upon treatment by prayer or spiritual means in accordance with the creeds or tenets of any well-recognized church or religious denomination."

PENNSYLVANIA
Day-Care Centers

1. REGULATING AUTHORITY

a. Licensing Authority: Department of Public Welfare.

b. Statute: Article X of the Public Welfare Code, Act 21 of June 13, 1967.

c. Regulation: Title 5300, Regulations, Child Care Centers subject to licensing.

2. DEFINITION

"Day-Care Center means any premises operated for profit in which child day-care is provided simultaneously for 7 or more children who are not relatives of the operator."

Excluded are facilities operated by state or Federal governments and child care furnished in places of worship during religious services. Day-care centers which are operated on a non-profit basis are subject to the same general requirements contained herein for day-care centers operated for profit. These non-profit facilities are not licensed by the State Department of Public Welfare, but are regulated by this department under the provisions of Article IX of the Publis Welfare Code, Act 21, June 13, 1967, utilizing title 4600, Regulations, Child Care Centers under Social Service auspices.

3. CHILDREN ELIGIBLE

a. Minimum-maximum age: 3 to 16 years.
Number of children: 7 or more.

b.

Groups Size Limits	Maximum Number in a Group
3 to 4 years	15
4 to 5 years	20
5 to 6 years	20
6 to 8 years	25
8 to 10 years	25
10 to 16 years	25
Mixed age group:	
3 through 5 years	15
6 through 10 years	25

c. Child/Staff Ratio
For facilities which accept public funds the maximum child/staff ratio will be:

3 to 4 years	7.5 to 1
4 to 5 years	10 to 1
5 to 6 years	10 to 1
6 to 8 years	12.5 to 1
8 to 10 years	12.5 to 1
10 to 16 years	12.5 to 1
Mixed age group:	
3 to 5 years	7.5 to 1
6 to 10 years	12.5 to 1

Exception: When groups consist of ten or fewer, one assistant may be assigned to two groups provided the child/staff ratio conforms to the above maximum ratios for the various age groups.

4. STAFF QUALIFICATIONS

a. Director

1. Age - 21 years
2. Education and Training - "Qualified by training in childhood education and substantial experience in working with children." "If employment begins after June, 1969, the director shall have completed 2 years college with 12 credit hours in child development or early childhood education."
3. Physical - "All staff shall have physical examinations prior to employment is required and annually thereafter, including tuberculin tests or chest x-rays as indicated."
4. Character - "All staff shall be of good character and must possess personal qualities for working with children."
5. Other - "An assistant director shall be employed when the daily enrollment exceeds 50 children. The assistant director shall have essentially the qualifications of the director or person responsible for daily program activities."

b. Teachers (called Group Supervisors)
1. Age - Not specified
2. Education and Training - "High school graduate and at least one year of experience working with children." "If employment begins after June, 1969, the group supervisor for pre-school children shall within two years have completed 18 credit hours of training in child development

b. Teachers (cont'd)

or early childhood education or an equivalent amount as approved by the Department of Public Welfare or the Department of Public Welfare or the Department of Public Instruction. "The group supervisor of school-age children shall have specific ability, interest, and experience in arts and crafts, music or recreational skills."

3. Physical - "A medical statement from a licensed physician shall be on file for each member of the staff certifying that the person has no physical or mental condition that would be detrimental to the children."
4. **Character:** See 4.a.4. above.

Assistants (called Assistant Group Supervisor)

1. Age - Not specified.
2. Education and Training - "Assistant group supervisors shall have been graduated from high school or shall have had two years' experience as an aide in a child care center."

   "Assistant group supervisors shall be capable of supervising a group independently for brief periods of time with direction from group supervisor as well as performing other activities assigned by the group supervisor.
3. Physical - see **4.a.3. above.**
4. Character - see **4.a.4. above.**

5. Other - "Aides shall have six years education and least two years experience caring for children or organizing and running a household or any equivalent combination of training and experience, or shall have successfully completed an approved training program."
   "Aides shall be under direct supervision at all times and shall not be permitted to assume independent responsibility for a group of children."

4. Other Staff

"The day-care center shall have adequate clerical services to keep correspondence, records, accounts, and files current and in good order."
"The day-care center shall have the services of a competent cook or the services of a licensed caterer to provide food in accordance with the provision of Section 5353."
"The Cook shall have had six months experience cooking on a household or volume basis and such training as may have been gained through completion of the sixth grade, or any equivalent combination of experience and training."

5. PHYSICAL FACILITY

   a. Use Restrictions: Not specified.

   b. Physical Structure:

      1. General - "Buildings constructed or acquired for use as a day-care center after January, 1965, shall provide separate play rooms for each groups of children as defined in Section 5321-G. If large rooms are divided into separate play rooms, each room shall have its own entrance and no play room shall be used as a passageway."

      2. Usable Floor Levels - "Indoor space shall be a ground-level or above. Exceptions: rooms partially below ground level may be used with the approval of the appropriate safety and sanitation authorities."

      3. Indoor Space: "There shall be a minimum of 35 square feet of clear floor area for each child. This floor area shall be exclusive of space occupied by cupboards, toy shelves, large equipment, stacked furniture and equipment and exclusive of halls, bathrooms, offices, kitchen, locker rooms, etc. The same area may be used for both play and sleep."

      4. Outdoor Space: "Outdoor play space shall be adjacent to the center and safely accessible. When not adjoining the premises there must be suitable equipment and toilet facilities available and staff members must accompany children to and from the playground. The play area shall be fenced or otherwise adequately protected "
      "The outdoor play space must provide a minimum of 65 square feet of space per child. The total outdoor play space shall be sufficient in size to accommodate at least half of the total established child capacity. The space used for any one group shall be in one plot with no part less than 15 feet in width."

      5. Lighting Requirements: "Every room used for playing, eating or sleeping shall have one or more windows through which adequate light and fresh air may enter."

6. Toilets-Washbasin/Child Ratio:

Age	Toilet	Washbasin	Number of children
Under 6	1	1	10
Over 6	1	1	12

"Separate toilet facilities for adults shall be available in centers with daily enrollment of 25 or more."

7. Special Features: "Provision shall be made for adequate office space for the director, clerical staff and conferences with parents."

6. CODE REQUIREMENTS:

a. General: "The day care center shall conform to the laws of the Commonwealth and to all local ordinances regarding buildings, equipment, zoning, health, sanitation and for fire protection. Inspections as required will be arranged by the State Department of Public Welfare "

b. Building: "Plans for construction or for remodeling structures shall be approved by the State Department of Public Welfare, the Department of Health and the Department of Labor and Industry or the City Department of Public Safety if the facility is located in Philadelphia, Pittsburgh or Scranton. Such plans shall be submitted first to the Office of Family Services, State Department of Public Welfare, which will assist in making arrangements for review of the plans by the other departments."

c. Fire: "The day care center shall have fire drills as recommended by the local fire chief."
"The furnace or central burner shall be completely enclosed in a room of fire-resistive construction "
"Gas or oil space heaters shall not be used; however, electrical space heaters may be used. Portable heaters must not be used."
"Fireplaces shall be securely screened."

d. Safety: "Appropriate safeguards shall be provided to protect children against injury on account of low windows, exposed electrical outlets, steam pipes and radiators."
"Paint or plaster shall be in good condition and if peeling or damaged, repaired immediately to protect children from lead poisoning."

"Any pet or animal present on the premises, indoors or out, shall be in good health, properly cared for and known to be a friendly, suitable companion for children."
"All cleaning supplied shall be kept in a locked cupboard."
"No paint containing lead shall be used on window sills, beds, toys or any equipment which might be used for children or be within their reach."

e. Sanitation: "Matters of environmental health such as source of water supplies, sewage disposal systems, food service facilities and other related environmental health factors shall be inspected and approved by the Department of Health as frequently as is recommended by that Department to assure safety "
"The floors of all rooms in the center shall be washable and smooth with no splinters. All cement floors shall be covered with linoleum or other suitable material."
"The plant shall be kept clean, free from dampness, odors, vermin, and the accumulation of trash. Plumbing shall meet state and local plumbing codes."
"A common drinking cup shall never be used. If drinking fountains are provided, they shall be of angle-jet type. A faucet with disposable paper cups may be used "

7. LICENSING FEE: None required.

8. CHILD HEALTH:

a. Physical Examination: "A complete medical examination including an intra-dermal test for tuberculosis and an appraisal of the child's general health shall be required at least annually."

b. Immunizations: "Prior to admission each child shall have been immunized against diptheria, whooping cough, poliomyelitis, smallpox, and tetanus or be in the process of being immunized and all immunizations must be completed within three months after admission."

c. Daily Inspection: "Each child shall be examined daily, before he joins the group, by a person familiar with the child and competent to recognize symptoms of communicable disease or ill health."

d. Isolation Area: "An isolation room or protected space shall be provided for the temporary care of the child who becomes ill while attending the center. This space shall be so located that it is easily supervised."

e. Health Supervision: "The day care center shall provide a program of health supervision for the children admitted. Services of a physician licensed to practice in the Commonwealth shall be available for emergencies and for consultation in planning the health supervision program."
"Medications shall be carefully labeled with the child's name, kept out of the reach of children, and returned to the parents or discarded when no longer needed."
"Members of the staff shall not give any medication to a child, as for example aspirin, except under specific direction of a physician."

9. OTHER:

a. Records and Reports: "The director of the day care center shall maintain records and submit reports as required by the State Department of Public Welfare. The director shall keep a record of all applications for service and of the admission and withdrawal of children served. The director shall have available the following information concerning each child for whom day care is provided: Child's name and date of birth, full name of both parents or guardian, home and work addresses and telephone numbers of parents, name, address and telephone number of the child's family physician or medical service used, name, address and telephone number of the person to be notified in case of emergency if the parents cannot be reached, written consent of a parent to secure emergency medical care for the child if required, a record of daily attendance including the cause of absences, a record of fees paid or payable by the parents with dates of payment, date the child enters and leaves the center. NOTE: Forms: CY-456 "Record on Child", CY-29A "Day Care Center Attendance Record" and CY-29B "Monthly Report of Day Care Services" are supplied by the Department and shall be used to record such information."
"The director shall maintain a medical record for each child receiving day care. Forms CY-24 and CY-455 will be supplied by the Department to assist the director in maintaining medical records."

b. Program: "There shall be a planned program of daily activity appropriate to the ages of the children in the center with alternate periods of active and quiet play. The program shall establish certain routines of eating, sleeping and toileting. Provision shall be made to adequate and regular rest periods both in the morning and in the afternoon in addition to an afternoon nap for children under six years of age."
"Provision shall be made for active indoor and outdoor play and for opportunities to engage in a variety of creative experiences such as music, stories, conversation period, art activity, nature study and science."
"Educational opportunities, appropriate to the child's age, shall be provided each child."
"Each child shall have at least two hours of outdoor play every day except in extremely cold, windy or rainy weather."
"There shall be provisions which meet the particular needs of handicapped children served by the center."

c. Educational Equipment: "There shall be a sufficient quantity of safe and suitable play equipment, blocks, and transportation toys to insure that each child will have access to toys and equipment suitable to his age and of adequate variety to stimulate his interest in active and imaginative play."

d. Outdoor Equipment: Basic play equipment shall include climbing apparatus, wheel toys, and large building blocks to encourage vigorous play.

e. Other Equipment: "There shall be sufficient sturdy child-size tables and chairs or varying heights to provide appropriate accommodations for each child. The tables shall be of a size to accommodate 4 to 8 children and be suitable for both play and food service."
"Each child shall be assigned a separate cot or bed with appropriate clean bedding."
"Each child shall have a separate clean towel, washcloth and comb or brush."

f. Discipline: Not specified.

g. Nutrition: "Mealtimes shall be scheduled so that the period between meals in the center is never more than four and one-half hours. When the center is open six hours or longer, a mid-morning snack, a nutritionally adequate noon meal and a mid-afternoon snack shall be served as defined in "Meal Planning

Guide for Day Care Centers" (No. HNB - 2304P) prepared by the Nutrition Division, Pennsylvania Department of Health. Food provided for children at the center shall be plentiful and nutritious and the menus sufficiently varied so as to be enjoyable and attractive to children."

h. Insurance: "Passenger cars used in the transportation of children must be covered by automobile liability insurance in amounts of not less than $50,000 per person, $100,000 per accident and $5,000 property damage."

i. Transportation: "If transportation is provided by the center the following requirements shall apply:
"Each occupant of the passenger car shall have at least 13 inches of seating space that is at least 12 inches from front to back."
"An adult shall accompany the driver if more than four children are being transported. Care shall be taken to comply with Section 1001 of the Vehicle Code, the Act of April 29, 1959, P. L. 58: 75 PS 101-800, as amended, which provides that occupancy by more than three persons on the front seat of an automobile may constitute reckless driving."
"The operator of the passenger car must be at least 21 years of age."
"Passenger cars used in transportation of children must be equipped and operated in conformity with the provision of the Vehicle Code and all regulations promultated thereunder. Pick-up trucks shall not be used."
"The passenger cars shall be equipped with special locks on all doors, except the driver's, so arranged that they cannot be opened by the children."

j. Telephone: "The day care center shall have a listed telephone."

RHODE ISLAND
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Social and Rehabilitative Services.

   b. Statute: General Laws of Rhode Island, 1956, Title 40, Chapter 15 as amended.

   c. Regulations: "Standards for Day Care Centers and Nurseries", 1970.

2. DEFINITION:

"Day Care Center and Day Nursery refer to a group facility in which three or more children, not of common parentage and from 3 to 14 years of age, spend more than four hours of the day. The center is a setting which offers group day care services to children away from their homes, their parents or guardians. The facility is operated by a Director, a professional who is responsible for the center which is regularly inspected and appropriately licensed. Excluded from the definition are facilities operated by private elementary or secondary schools and summer camps."

3. CHILDREN ELIGIBLE:

a. Minimum-maximum age:	3 to 14
Number of Children:	3 or more

b. Group Size Limits:	3 year olds	7 to 10
	4 year olds	10 to 15
	5 year olds	15 to 25

c. Child/Staff Ratio: Staff should approximate the following ratio:

3 years	7 to 10 children	5:1
4 years	10 to 15 children	7:1
5 years	15 to 25 children	12:1

"There must be a head teacher and the additional staff should be one assistant teacher for each group. If maximum group number in each category is exceeded an additional responsible adult must be provided."

4. STAFF QUALIFICATION:

a. Director - Head Teacher:

1. Age: Not specified.

2. Education/Training: Minimum requirements for this position shall be bachelor's degree from an accredited college with preferably a major in early childhood education.

3. Physical: At the time of original employment every employee must have a complete physical examination, including chest x-ray, small pox immunity and any other test required by the center's physician. Every employee must have a yearly physical examination and chest x-ray.

4. Character: Not specified.

b. Teacher:

1. Age: Not specified.

2. Education/Training: Minimum requirements shall be at least a high school education; minimum of two years of higher education, or equivalent life experiences.

3. Physical: See 4.a.3. above.

4. Character: Not specified.

c. Assistant:

1. Age: Not specified.

2. Education/Training: Varies, social workers need a bachelor's degree, other assistants have no requirements.

3. Physical: See 4.a.3. above.

4. Character: Not specified.

5. PHYSICAL FACILITY:

a. Use Restrictions: The premises must be used only for day care and reasonably associated purposes during the hours of operation. Any other use of the premises must be approved in advance with the licensing agency to assure conformance to health and sanitation standards.

b. Physical Structure:

1. General: Not specified.

2. Usable Floor Levels: The day care center classrooms for pre-school children must be on the ground floor of the building.

3. Indoor Space: At least 35 square feet of floor space is required for each child in the activity rooms. This is exclusive of storage areas, cloakrooms, bathrooms, isolation area, office, halls, and kitchen.

4. Outdoor Space:

1. "The play yard must be easily accessible with an entrance from the building and preferably leading out from each classroom.

2. There must be at least 75 sq. ft. for each child. The space must be well drained, and if possible some shade from building or trees. The space should have a variety of surface covering: mainly turf, some gravel, sand, and one-quarter paved for wheeled toys. It must be designed so that all parts are easily supervised.

3. A convenient source of water from an outdoor sink, faucet, or drinking fountain should be provided for use with outdoor activities.

4. There must be a fence at least 4 feet in height around the outer boundary to protect children from outdoor hazards.

5. Gate must be secured."

5. Lighting Requirements: There must be at least 1/4 as much window as floor space.

6. Toilet-Washbasin/Child Ratio: There must be one flush toilet and one washbasin for each 10 children registered. There must be a minimum of two of each in each center; staff must have separate facilities.

7. Special Features: At nap time, at least two feet of space must be allowed on all sides of each cot except when screened while used or where the cot touches a wall.

6. CODE REQUIREMENTS:

a. General: The building must be approved by the State Fire Marshal, State Health Officials, local fire chief, and local building inspector. All their recommendations must be met before a day care license can be granted.

b. Building: See 6.a. above.

c. Fire: "Required fire prevention includes:

No use of portable heaters
Furnace or central heating plant completely enclosed in a room of fireproof construction
Fireproof draperies

Children and staff must participate in monthly fire drills as directed by state fire laws.

The Director must formulate and post in the day care center a written plan for the protection of all persons in the event of fire and for their evacuation from the building to areas of refuge in case of fire.

All egress doors shall be equipped with hardware to insure opening of such doors by a single motion such as the turning of a knob or pressure of a latch; or shall be equipped with panic hardware, at a height easily accessible to children which will release when pressure is applied to the releasing device in the direction of the exit travel."

d. Safety: "Required safety measures include approved:

Radiator guards
Solid guard rails and hand rails at the child's level
Guards at top and bottom of stairwells which open into areas used by children
Floor covering ."

e. Sanitation: "The center must comply with all rules and regulations established by local and state authorities for the health and safety of children.

1. There must be constant attention to any possible source of infection: water supply; sewage; garbage disposal; rodents and/or insects.

2. The person who serves as custodian should do his work when the children are not present. He must follow a regular schedule which keeps the building thoroughly clean, healthy and safe.

3. The utility room must be separate from the kitchen, have hot and cold water, and storage space for cleaning equipment and supplies. It must be kept at a high standard of cleanliness."

7. LICENSING FEE: None required.

8. CHILD HEALTH:

1. " Pre-admission physical examination by a physician is required."

2. "Pre-admission medical history is completed by parent including proof of immunization and vaccination against diphtheria, whooping cough, tetanus, measles, poliomyelitis, and smallpox. "

3. "Daily morning inspection is made upon the child's arrival by the nurse if available, or by the child's teacher. She notes any obvious signs of illness, any change in normal appearance and behavior. Although she does not diagnose, when she detects that the child appears ill, she suggests to the mother that he needs to have medical care, and asks that he return home."

4. "Illness during the day may occur. The nurse, the doctor or social worker, if available, notifies the parent. Otherwise, the teacher takes the child from the group and follows the plan established at the center for handling such emergencies. (Isolation of child with an adult near at hand; notification of parent as pre-arranged with parent at time of admission; planning for medical referral; and filing complete appropriate form in child's folder about the illness.)"

5. "Re-admission after illness must follow this procedure:

   Parent notifies center that child is sick and the nature of the illness. Parent keeps in contact with center if this is a prolonged illness. Parent may be asked to secure a statement of good health from a physician when the child is ready to return, if he has been absent more than five consecutive days for illness. Operator of the center has the authority to exclude a child when it appears to be wise for the child and the group."

6. "Follow-up treatment advised by the physician should be carefully executed: indicated diet, prescribed medicines, limitations to activity. Medicines must not be administered except by written order of the physician."

7. "Dental examinations are a must for the preschoolers, and the center should plan with parents for them."

9. OTHER:

   a. Records and Reports:

      1. "A personnel file must be maintained for the day care center and should be available for review by the licensing agent. Upon his acceptance for employment, a folder should be opened for each new employee. It should contain:

a. Personal data sheet or application giving employee's name, address, age, telephone, school preparation, work experience.

b. Health documents from physical examinations.

c. Letters of reference.

d. Attendance record.

e. Evaluation of service as made by Director; by other professionals.

f. Other information as indicated.

g. Statement at time of leaving employment."

2. "The child's records shall include:

   a. A "history of the child".

   b. Pre-admission physical examination report.

   c. Proof of immunization, vaccination, and protection against polio and measles.

   d. Signed authorization to the effect that the parent gives permission to the center to act in a grave emergency health situation when the parent cannot be reached or is delayed in arriving."

b. Program: The content of the program must be rich and varied. Group activity, outdoor play, and rest periods are recommended.

c. Educational Equipment: None specified, although recommendations are made.

d. Outdoor Equipment: None specified, although recommendations are made.

e. Other Equipment: Indoor storage space must be provided for cots and blankets.

f. Discipline: Not specified.

g. Nutrition: "A child who spends five to eight or more hours in the day care center needs a substantial part of his total daily food intake during his stay. That is, a major part of his daily food needs must be provided in the mid-morning snack, usually a hot lunch, and the mid-afternoon snack."

h. Insurance: Not specified.

i. Transportation: "Transportation of all children in buses to and from the day care center, or in vehicles on field trips, must comply with all regulations of the Motor Vehicle Registry for school buses.

   1. Any vehicle used to transport children must be properly registered and licensed, and must carry liability insurance.

   2. Vehicles must never carry more children than the licensed capacity."

j. Telephone: Not specified.

SOUTH CAROLINA
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Public Welfare.

   b. Statutes: Act 659, General Assembly of South Carolina, March 1956.

   c. Regulations: "Rules and regulations relating to licensing day care facilities and child care centers, revised 7-1967."

2. DEFINITION:

"Day Care Facility shall mean and include any agency, institution, center, home, day nursery, nursery school, play school, or other place, however styled and whether operated under public auspices or as a private business, in which are received for temporary custodial care apart from their parents, part of the day or part of the night, and upon any number of successive days one or more children not related to day care family or staff of facility; but the term does not include the day care service of any agency to which State funds are appropriated, nor does it include any kindergarten or school which has as its primary function educational instruction and which operates (1) under the supervision of the State Board of Education or a County Board of Education, or (2) under a qualified teacher, or (3) less than four hours per day. Provided, however, that any kindergarten or school exempted under this provision may be licensed upon its voluntary agreement to subject itself to the terms and provision of the law relating to child welfare agencies. Day care services owned and operated by established religious denominations may be included only if such facilities voluntarily assume the rights and obligations of the Licensing Act."

"A day care center is a facility, operated apart from the regular family living quarter, which provides care for children apart from their parents during the day only."

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: Infants to 15 years.
      Number of children: 1 or more.

   b. Group Size Limits: Generally group care is not recommended for children under 3 years.

c. Child/Staff Ratio:

Infants (under 2)	6:1
two year olds	8:1
three year olds	10:1
four year olds	14:1
five year olds	15:1

"There shall be a minimum of two adults for any group however small."

4. STAFF QUALIFICATIONS:

a. Director:

1. Age: Not specified.

2. Education/Training: "The Director shall be a mature, competent person who is responsible and who has a knowledge of and sympathy for the needs of small children."

3. Physical: "All staff, whether full or part time, shall submit before beginning work and annually thereafter, a physician's certificate stating that they are free from any illness which might conflict with the children's interests. Serological test and chest x-ray required for first certificate."

4. Character: "All members of regularly employed staff shall be qualified adults of good character, who are mentally and physically able to provide good care for children, maintain responsible supervision and stimulate normal development appropriate for the children enrolled."

b. Teachers:

1. Age: Mature.

2. Education/Training: Not specified.

3. Physical: See 4.a.3. above.

4. Character: See 4.a.3. above.

c. Assistants:

1. Age: 21 and above.
2. Education/Training: "Consideration may be given to the use of a limited number of mature minors (18 years and above) who have had training and experience in child care. At no time, however, may a minor be left alone with the responsibility of the facility and there must be a sufficient number of adults to wisely use the help of a minor." These minors are not counted as staff in supporting staff adequacy.
3. Physical: See 4.a.3. above.
4. Character: Good character.

d. Other Staff: "Cooks, janitors, food handlers, and maintenance staff shall secure health cards from the County Department of Health."

5. PHYSICAL FACILITY:

a. Use Restrictions: None specified.

b. Physical Structure:

1. General: "Shall be suitable for the purpose intended: safe, sanitary, comfortable, with sufficient room and conducive to the normal development of the children under care."
"Shall be so constructed that it is dry; that windows and doors, stoves and pipes are protected; that screening is provided; and that the floor is free from splinters, and easily cleaned."
"Rooms used by the children shall be comfortably heated in cold weather and provisions shall be made for keeping rooms cool in extremely hot weather. The rooms shall be free of dampness and have adequate ventilation."
"Sleeping rooms for children must provide good ventilation."
2. Usable Floor Levels: "Location shall be in a safe and convenient place which will be: (1) usually on the first floor, (2) never above the first floor unless in a completely fire proof building or (3) never in a basement room with the floor more than three feet below the surface. Floor shall be damp proof."

3. Indoor Space: "The facility shall not be overcrowded. Thirty-five square feet of space per child is required, and it should be recognized that a desirable amount is fifty square feet. Kitchen, bath and isolation area must not be included in the thirty-five square feet." "It is desirable that at least 300 cubic feet of air space per child indoors be available."

4. Outdoor Space: "Outdoor play space shall be provided and a minimum of 75 square feet of fenced play space per child is required. Both sunshine and shade available part of the morning and afternoon. Adequate protection provided from hazards, such as traffic, dangerous playthings, abandoned refrigerators, etc. Shall be properly drained."

5. Lighting Requirements: "Adequate natural and/or artificial light shall be provided."

6. Toilet, Washbasin/Child Ratio:
1 commode 1 lavatory per 8 children
"Toilets shall be of the flush type unless the facility is located in rural area, in which case toilets provided shall be approved by the State Department of Health (or County Department)."

7. Special Features:

   a. Overnight care: "If children are kept overnight, space shall be provided for the child to learn to care for his own clothing.

6. CODE REQUIREMENTS:

   a. General: "The facility shall be free of fire hazards and shall conform to the sanitary laws and ordances of the State, County, City or Town in which it is located."
   "There shall be annual inspections and compliance with the recommendations made by such health authorities and fire authorities who are required or permitted to inspect and enforce health, sanitation, and fire regulations."

   b. Building: See 6.a. above.

   c. Fire: "Free of fire hazards and conform to ordinances of State, County, City or Town in which it is located."

d. Safety: "Stairs shall be equipped with guard rails and adequately lighted. When children under three are cared for upstairs, a gate must be provided at the head of each flight of stairs to which children have access."

e. Sanitation: "The kitchen shall be clean and equipped for proper preservation, storage, preparation, and serving of food."
"Provision shall be made for proper cleaning and sterilization of dishes. Storage shall be provided so as to protect from dust, flies, vermin, rats, and other contamination."

7. LICENSE FEE: $5.00.

8. CHILD HEALTH:

a. Physical: "Before admission each child must have a physical examination indicating freedom from communicable disease. Tuberculin tests shall be given when history indicates."

b. Immunizations: "Immunizations required are smallpox, whooping cough, diptheria, tetanus and polio unless there is a medical reason why these immunizations should not be done."

c. Daily Inspection: "There shall be daily inspection of each child made before he joins the group to be sure that there is no evidence of illness or contagion."

d. Isolation: "There shall be prompt isolation of any child showing signs of illness until arrangements can be made to send him home."

e. First Aid: "Provisions shall be made for prompt and proper first aid treatment, and for medical care, as required. The staff of the facility shall have a practical knowledge of first aid. Sufficient first aid supplies, including a clinical thermometer, shall be kept on hand and available at all times."

f. Re-admission: "If a child is absent five or more days from the facility because of illness requiring the care of a physician, the facility shall require a doctor's certificate before re-admission. In other instances, absences shall be explained in a written statement from the parent (or other person responsible for child)."

g. Personal Hygiene: "Wet or soiled clothing shall be changed immediately. Face and hands shall be thoroughly washed before and after meals. Hands shall be washed after toileting. When toilet articles, such as combs, brushes, toothbrushes, towels, and washcloths are used by the children in attendance, they shall be individually provided and plainly marked."

9. OTHER REQUIREMENTS:

   a. Records and Reports: "Sufficient records shall be kept to identify the children and to enable the person in charge to communicate with the parents or person responsible for the child either in their home or place of employment and, in an emergency, with the family physician. Information kept shall include: Child's name, address, birthdate, and date of his acceptance and discharge; Full name of both parents, or person responsible for child, family's home address, work addresses, hours of work, and telephone numbers; Instructions for reaching the parents or relatives; Name, address and telephone number of another person who might be reached in case of emergency; Name, address and telephone number of family physician; The financial agreement with the parents, relatives, or others responsible, including the rate of pay for care; Accurate records of daily attendance of each child, including reason for absences; Careful record of all physical examinations and other matters relating to the child's health; Necessary bookkeeping records."

   b. Program: "The daily program of the facility shall provide constructive experiences for each child, through planned physical activity and creative play, allowing for both group activities and individual interests."
   "Rest: The children enrolled in a facility shall have sufficient supervised rest for their age and for the number of hours they spend at the facility."

   c. Educational Equipment: "Adequate play equipment shall be available, suitable to the age levels and abilities of the children under care, and providing for quiet and active play."

   d. Outdoor Play Equipment: "The age levels and abilities of the children shall be considered in equipping outdoor areas."

   e. Other Equipment:

      1. Equipment for routine procedures:

a. Eating: "If children are cared for in the facility during mealtime, provision shall be made for comfort during meals and for developing of good food habits by making available tables and chairs of proper height and size."

b. Sleeping: "If age of child warrants it and if time spent in group is longer than three hours, there shall be space and equipment so that each child can secure adequate rest and develop good sleep habits. This usually means:
A washable cot, crib, bed or suitable sleeping pad for each child.
Sleeping garments.
Individual sheets.
Individual and adequate covers when covers are necessary."

f. Discipline: Not specified.

g. Nutrition: "The children in a center giving overnight care shall have regular, planned meals and snacks, which are well balanced, appetizing, varied, and sufficient for their nutritional needs. There shall be spacing of mealtime so that in the 24 hours there are no unduly long periods without food. If children are cared for at least three hours, but not all day, provision shall be made for snacks and lunches."

h. Insurance: Not specified.

i. Transportation: Not specified.

j. Telephone: Not specified.

SOUTH DAKOTA
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Public Welfare.

   b. Statute: South Dakota Code of 1939, as amended, Chapter 55.37, Chapter 248, Session Laws of 1965, 1960 Supplement, South Dakota Code, as amended, Section 55.3706 (3).

   c. Regulation: Standards for Licensing Day Care Centers, 1971.

2. DEFINITION:

   "Day Care Center is a facility, separate from a family home, providing care and supervision for a group of six or more children for a part of the day. It may be operated by a public or voluntary agency or organization or by an independent facility operated by a person or persons for profit." Excluded from the definition are schools (including nursery schools), relatives caring for children, recreational programs and summer camps, and casual care (i.e. babysitting).

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: Infancy to 14 years.
      Number of children: 6 and over. In centers caring for ages infancy to 3, the maximum is 10.

   b. Group Size Limits: No more than 20.

   c. Child/Staff Ratio:

Infancy to 3 years	5:1
3 to 6 years	8:1
6 to 14 years	10:1

      "Each center shall have a minimum of 2 adults at all times."

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: Minimum of 21 years of age.

      2. Education/Training: "Shall have graduated from high school or shall have obtained an approved certificate of high school equivalence, and shall have at least 3 years experience working with children of the ages he intends to care for in the center."

3. Physical: "All staff members shall be healthy persons of good character who have emotional stability, and sufficient ability and education to carry out adequately the duties assigned to them."
A physician's report shall be completed annually for each staff member.

4. Character: See 4.a.3. above.

b. Teachers: (Supervisors)

1. Age: At least 21 years of age.

2. Education/Training: "Shall have graduated from high school or obtained equivalence or shall have a Bachelor's Degree in Early Childhood Education or Child Development, a related professional field, or 3 years of experience in a licensed Day Care Center.

3. Physical: See 4.a.3 above.

4. Character: See 4.a.3. above.

c. Assistants:

1. Age:"An assistant shall be at least 18 years of age; Student helpers shall be at least 14 years of age and at least 5 years older than the oldest child with whom they work."

2. Education/Training: "An assistant shall have at least one of the following:

a. One year of experience working with children in groups,

b. Have completed one child care training course such as is offered in Vocational Education courses."

3. Physical: See 4.a.3. above.

4. Character: See 4.a.3. above.

5. PHYSICAL FACILITY:

a. Use Restrictions: "The Day Care facility shall be located in a neighborhood which is approved by Fire and Health

Authorities in terms of safety and where the center is able to fulfill their purposes."

b. Physical Structure:

1. General: Not specified.

2. Useable Floor Levels: Not specified apart from "first floor space desirable. If stairways are used, handrails shall be provided."

3. Indoor Space: "Each playroom shall provide at least 35 square feet per child in addition to area occupied by fixed equipment such as sinks and lockers."

4. Outdoor Space: "There shall be at least 50 square feet per child in out-of-door play area or an indoor area that provides ample room for large muscle activity. The outdoor area shall be free of hazardous obstacles and trash and shall be protected from street traffic by use of enclosed fencing."

5. Lighting Requirements: "Each playroom shall have outside windows."

6. Toilets-Washbasins/Child Ratio: There shall be one toilet and one washbasin for every 8 - 10 children.

7. Special Features: None specified.

6. CODE REQUIREMENTS:

a. General: See 5.a. above.

b. Building: "A new Day Care Center shall submit its plans or drawings as appropriate, and program plans to the State Fire Marshall and the State Department of Health and to the licensing agency, to be approved prior to the opening of the facility and going through the licensing process."

c. Fire: "A fire inspection shall be conducted by the appropriate fire authority prior to initial licensing and each year thereafter for renewal of the license. There shall be two means of exit provided. There shall be a plan for fire drills as approved by the appropriate fire authority. Fire extinguishers shall be provided to protect the area involved. The Center shall not be licensed if it does not receive approval for license by the appropriate fire authority. A copy of the report shall be submitted to the Department of Public Welfare."

d. Safety: "The supports for climbing and other large muscle equipment shall be securely fastened. There shall be no protruding corners or edges of cement supports which children might fall against. Surfaces under equipment shall be dry and resilient such as dirt or sand or carpeting."

e. Sanitation: "An Environmental Health Survey shall be conducted by the appropriate health office prior to initial licensing and each year thereafter for renewal of the license."
"The Center shall not be licensed if it does not receive approval for license by the appropriate health office."

7. LICENSING FEE: Not required.

8. CHILD HEALTH:

a. "Before admission to the Day Care Center a medical statement shall be submitted stating that the child is free from tuberculosis and other contagious or communicable diseases.

b. Each child shall be examined daily, before he joins the group, by a person capable of recognizing communicable disease or ill health.

c. A child who becomes ill during the day shall be isolated from the group until an adult responsible for the child can take the child home.

d. Medications, including vitamin supplements, are to be dispensed by a qualified staff member only upon a physician's written order or parental authorization."

9. OTHER:

a. Records and Reports:

1. Child's Record: Records shall include the following: Application form which includes the child's name and date of birth, name of parents, home address, parents' business address, phone numbers, and work hours; date of acceptance and withdrawal from the Center; name,

address and phone number of physician to call in an emergency; name and address (home and business) of the responsible person to contact in an emergency if parents cannot be promptly located; permission of parent authorizing emergency medical care; health record, including current immunizations, and medical condition or handicap the child has and its necessary management, a physician's order or parental authorization regarding prescribed medication or vitamin supplements; financial agreement with parents including rate and hours of care for child.

2. Staff Records: Should include: "name, age, address, and telephone number; training and experience, including school record transcripts; health records; references; and, date of employment and date of separation."

3. Administrative Records and Reports: "Each Center shall submit a statement defining the purpose or functions of the Center to the Department of Public Welfare when applying for or renewing a license. The statement shall include: statement of purpose, maximum number of children, age levels, sex, degree of retardation or handicaps, if appropriate; hours of service, and types of care and service offered."

   "The center shall furnish such information as may be required for fiscal and statistical review, the determination of appropriateness of charges paid by public funds and to determine the adequacy of child care."

b. Program: The program should provide for the following: A similar daily pattern of activities, alternative periods of active and quiet play, outdoor play in suitable weather, time when a child can play by himself or as a member of a small group, and a rest period during the day (length varying with age of child).

c. Educational Equipment: "The Center shall provide the following minimum materials - unit blocks, clay and play dough, paints, crayons, large sheets of paper, scissors, paste, housekeeping toys, dress up clothes, dolls, puzzles, and books. There shall be equipment to meet the needs and interest of various age groups."

d. Outdoor Equipment: "The Center shall provide the following minimum program materials - climbing apparatus, wheel toys, swings, sandbox and large building blocks."

e. Other Equipment: "Each child who naps shall have an individual cot or mat."

f. Discipline: Not specified.

g. Nutrition: "A child remaining at a Day Care Center for a full day session shall receive a mid-morning snack, lunch, and a mid-afternoon snack consisting of wholesome food and liquid nourishment meeting 1/3 of the daily food requirements. A simple nourishing snack such as milk or fruit juice shall be served any child who is at the center longer than two hours."

h. Insurance: "The Day Care Center shall have liability insurance covering not less than $25,000 for one person and not less than $100,000 for one accident."

i. Transportation: "A Day Care Center which provides transportation to and from the Center as part of its program, shall have their vehicles insured with an adequate passenger liability policy."

j. Telephone: Not specified.

k. Ethical Practices: "Centers shall not divulge information about children and their families, except when necessary for the protection of the child, and shall maintain high standards of honesty and integrity."

TENNESSEE
Day Care Centers

1. REGULATING AUTHORITY

a. Licensing Authority: Department of Public Welfare.

b. Statutes: Sections 14-1401 through 14.1423, Tennessee Code Annotated, as amended by Chapter 333, Public Acts of 1965.

c. Regulation: Day Care Standards, Tennessee Department of Public Welfare, revised 1971.

2. DEFINITION

"Day Care Center is a place operated by a person, society, agency, corporation, institution, or other group that receives pay for the care of 8 or more children under 17 years of age for less than 24 hours per day, without transfer of custody."

Exceptions:

a. Kindergarten or day care centers operated or approved by the Department of Education.
b. Day care centers operated by a bona fide religious organization.

3. CHILDREN ELIGIBLE

a. Minimum-maximum age: Infancy - 16*
Minimum-maximum number: 8 or more

b. Group Size Limits:

Age	Number of Children
3 years	20
4 years	20
5 years	25
6 years	30
3 through 5 years	20

c. Child/Staff Ratio:

Age	There should be Child/Staff	There must be Child/Staff
3 years	8:1	10:1
4 years	10:1	15:1
5 years	15:1	25:1
6 and older	20:1	30:1
3 through 5	12:1	15:1

Under 3, see special regulations under 10 B.

Because of the emergencies that occur in the care of younger children, there must be adult supervision at all times. Arrangements must be made for a teacher to be able to call a second adult in an emergency without leaving the group.

Clerical and maintenance staff must not be included in the teacher-child ratio, but may be used as emergency substitutes if their duties and qualifications permit.

If meals are served, the person who is responsible for preparing meals and washing dishes cannot be included in adult child ratio while performing these duties."

4. STAFF QUALIFICATIONS

   a. Director:

      1. Age: 21 to 65.

      2. Education/Training: "The director should have a bachelor's degree with a major in early child education, child development or nursery education. If the director has not had this professional training, he or she must meet the qualifications listed for teachers. (See 4.b.2. below)".

      3. Physical: "Within three months prior to employment and annually thereafter, all members of the teaching staff must be examined by a licensed physician to determine that they are free from any illness which might interfere with the performance of their duties or endanger the health of the children. Members of the teaching staff and all other members of the staff and any adult frequently in the center must have an annual tuberculin test and a chest X-ray if indicated. These tests are available at all local health departments.

         The physicians' certificates and records pertaining to the requirements outlined above must be kept on file at the day care center and must be available for inspection upon request by Department staff."

      4. Character: "The board or owner of the day care center must be responsible for the character and suitability of all staff working with children."

b. Teachers:

1. Age: 21 to 65

2. Education/Training: "All teachers must be high school graduates. Graduation from a two-year vocational high school program in early childhood education is desirable when it is impossible to employ a person with a BA degree.

3. Physical: See 4.a.3. above.
4. Character: See 4.a.4. above.

c. Assistants:

1. Age: 21 to 65

2. Education/Training: All aides must have an eighth grade education and should have experience in working with preschool children.

3. Physical: See 4.a.3. above.

4. Character: See 4.a.4. above.

d. Other Professional Staff: "Day care centers which employ or use the services of professional staff such as physicians, nurses, psychologists, and psychiatrists must use persons who meet professional standards in their fields. The caseworker must be a graduate of an accredited four-year college or university."

e. Maintenance Staff: "Cooks, maids and custodians must be able to read and write and perform satisfactorily in their respective positions."

5. PHYSICAL FACILITY

a. Use Restrictions: "If the center is located in a private family residence, the building or portion of the building to which children have access must be used only for a program of child care during the hours that the center is in operation. No center located in a rooming house can be approved."

b. Physical Structure:

1. General: "Each group of children must have a designated area. This can be a room or series of rooms. If one large room has enough floor space and is used for two groups, it must be divided by some means, such as screens, so that each group has a place of its own."

2. Usable Floor Levels: "Ground or first floor space is desirable for children. A well-ventilated and lighted basement may be used if approved by the Department of Health and the Fire Prevention Division of the Department of Insurance and Banking. Second-story space may be used if it has fire prevention clearance. Stairs must have safety rails to help children go up and down."

3. Indoor Space: "For each preschool child there must be 30 square feet of floor space occupied only by the children's play material, equipment and furniture. Kitchens, bathrooms, halls used as passageways, family bedrooms and floor space occupied by permanent built-in cupboards must not be considered as floor space available for play."

   "If less than 30 square feel of indoor play space is provided for school-age children, special permission must be obtained from the Department."

4. Outdoor Space: "The outdoor play area provided for the day care center must contain at least 50 square feet of usable play space per child in any group using the playground at one time."

   "The outdoor play area must not exceed limits within which staff members can keep children in sight at all times. If there is a traffic hazard adequate fencing must be provided."

5. Lighting Requirements: "Window space must be equal to at least 10 per cent of floor area, except in rooms which are air conditioned and have artificial light amounting to at least 25 to 35 foot candlepower."

6. Toilets, Washbasins/Child Ratio: "There must be at least one flush toilet and one handwashing facility unless special approval is obtained from the Health Department. There should be one toilet and one wash basin for every ten to fifteen children, with separate facilities for adults and for children who have been isolated because of illness."

6. CODE REQUIREMENTS

a. General: All buildings where eight or more children are kept must be approved by the Fire Prevention Division of the Tennessee Dept. of Insurance and Banking and the Dept. of Public Health.

b. Building: See 6.a. above.

c. Fire: "There must be 2 exits. Outside exit doors must open outward."

"The furnace or central burner must be completely enclosed in a fireproof material."

d. Safety: "Stoves, fireplaces, hot radiators, steam and hot water pipes, electrical outlets and hazardous windows in rooms used by the children must be adequately protected by screens, guards, insulation, or suitable device that will protect children from coming in contact with them. All heating devices other than electrical must be vented and installed with permanent connections."

"The play ground area must not have hidden corners or unprotected hazards."

e. Sanitation: "The bathroom facilities must have the approval of the sanitarian of the local Department of Public Health."

"All foods must be kept in clean and covered containers so that foods are inaccessible to rodents, insects and other vermin. Kitchens must not be used for any purpose other than food preparation and service."

"Milk and perishable foods must be kept in the refrigerator except during the time of preparation and serving."

"Eating, drinking and cooking utensils must be free of cracks or chips, and must be stored and maintained in a sanitary condition."

"Garbage must be stored in metal cans with tight fitting metal covers and removed from building daily."

7. LICENSING FEE: $2.00

8. CHILD HEALTH: "The parent or guardian must present a certificate to the center signed by a licensed physician stating that the child has had a physical examination within three months prior to or one month after admission. The certificate must state that the child is free from communicable disease and must give the dates he was immunized, or indicate that he is in the process of being immunized against those deseases designated by the Commissioner of Public Health. All immunizations must be completed within a three-month period after admission unless there is a medical reason, certified by a physician, why these immunizations should not be made. The physician's certificate must include either a microhematocrit determination or a hemoglobin determination and should include a complete urinalysis. The physician's certificate must state the presence of any condition affecting the general health of the child or any handicap and should include suggestions that will be helpful in caring for the child. A tuberculin skin test must be made on each child and, if indicated, an X-ray of the chest. Tuberculin skin tests must be repeated yearly on all children whose previous tests were negative."

"Day care centers must not care for any child with diagnosed communicable disease or obvious acute illness."

9. OTHER:

a. Records and Reports: Records of information necessary for good administration must be kept and made available to the Department on request.

Child's record must include:

1. An application form.
2. Permission of parent authorizing emergency care.
3. Date of acceptance and withdrawal from day care center.
4. Physician to contact in case of emergency.
5. Responsible person to contact in an emergency if parents cannot be reached.
6. Health Record.
7. Attendance record.
8. Financial agreement with parent(s) or others, including rate and period of care for child.

Staff Records must include:

1. Name, age, address, and telephone number.
2. Training and experience.
3. Health records.
4. References.
5. Daily attendance records.
6. Date of employment and separation.

b. Program: There must be beginning experiences with creative art, music and rhythms, stories, discussions, nature, health and safety. There must be a balance between active and quiet activities with alternate periods of directed play and free choice of activity. There must be outdoor play and a rest period. There must be enough regularity in routines to give children a sense of security."

c. Educational Equipment: "Each center must provide some equipment in each of the following groups - for both boys and girls: dramatic play, creative art experiences, books and pictures, nature and science, music and rhythms, and quiet activity. There must be enough equipment for the size of groups, and it must be easily accessible. It must be sturdy and safe, free from hazards and the paint must be non-poisonous."

d. Outdoor Equipment: There must be some equipment for vigorous play.

e. Other Equipment: There must be an adequate number of tables and chairs of appropriate size. There must be individual cots or beds, sheets and a blanket for each child in care more than 6 hours.

f. Discipline: "Corporal punishment or any other technique that is frightening or humiliating must not be used. Punishment must not be associated with food, rest or toilet training."

g. Nutrition: For children in the center four hours or longer, a noon meal and one snack must be provided to meet one-third to one-half of the daily food needs of the child. For those in the center longer than eight hours, the food needs of the child must be furnished in one meal and two snacks.

h. Insurance: "Liability insurance covering staff and children is recommended."

i. Transportation: Not specified.

j. Telephone: "There must be a telephone on the premises for use in emergencies."

10. SPECIAL PROVISIONS:

a. Care of Handicapped Children: "The following additional standards will be used in licensing centers for mentally, physically, or emotionally handicapped children. Where possible, these children should be integrated into normal day care centers and additional staff provided."

1. Qualifications: "The director must have receive a B.A. degree from a four-year college with emphasis on nursery education, early childhood education, child development, special education, social work, psychology, nursing, or rehabilitation, provided that directors already employed on the effective date of these standards who do not meet this requirement shall be eligible for continued employment. An advanced degree in special education is advisable."

2. Staff and Grouping: "For educable preschool children, three to seven years of age, there should be one adult for every six children. For trainable preschool children, three to seven years of age, there should be one adult for every four children. In activity centers for severe and profoundly retarded children, there should be the following adult-child ratios:

3 to 7 years - 1 adult to 3 children
7 to 12 years - 1 adult to 4 children
12 to 16 years - 1 adult to 8 children

"Separate space and programming must be provided for those persons with severe or profound retardation who are above 16 years of age.

"Those mentally retarded people who are bedridden can best be cared for in small group homes rather than in centers serving ambulatory children and/or children requiring wheel chairs."

3. Admission of Children: Before a child can be admitted to a center serving handicapped children, a physician's statement must be obtained indicating the particular nature of the handicap and the physician's opinion that the child will benefit from the type of care offered. The physician should be specialist in the handicapping condition.

   There must be a psychological evaluation of the child made within the six months preceding admission to the center when there is evidence of mental retardation.

   The psychological evaluation and the physician's statement must be on file in the child's record in the center and available for inspection by the Department's licensing worker.

4. Building or Plant: In addition to meeting fire prevention and sanitation standards required for all centers, the rooms, building, and grounds to be used for handicapped children must receive approval of health and fire authorities as being suitable and safe for children with the particular handicaps involved.

5. Program: "Self-help skills and language development are essential for the movement of mentally retarded children into the public education special classes. A physical education program based on developmental motor abilities must be provided at all levels of retardation."

b. Care of Infants and Toddlers: The following additional standards will be used in licensing centers giving care to children under three.

   1. Admission of Children: "A child must be at least six weeks and preferably three months old before being accepted in a center. Prior to admission, there must be a preplacement visit to the center by the child and his parent or guardian. Before a child is admitted, the center must have a completed application and a physician's certificate."

   2. Adult-Child Ratio and Grouping: Staff members must be assigned to specific children.

	Adult-Child Ratio		
Age	Should Be	Must Be	Maximum Size of Group
Under 1 year	1 to 3	1 to 4	8
1 year old	1 to 4	1 to 6	12
2 years old	1 to 6	1 to 8	16
Combination	1 to 4	1 to 6	12

"There must be additional staff responsible for housekeeping duties. There should be an additional person available to help with the children at especially busy times. When infants and toddlers are cared for in a center with older children, they must be in a separate area. They should be grouped according to age and development. The inside play space for toddlers must be 35 square feet per child. There should be 40 square feet per child."

3. Equipment: "There must be a bed or crib for each child (cots may be used for the two-and three-years olds). Mattresses must be covered with safe, waterproof material. A sheet must be provided for each crib, bed, or cot.

   "There must be appropriate furniture for the children. Chairs and table space must be provided for those who can eat at a table. High chairs must be provided for those who need them.

   "Toys and play equipment must be provided so that each child has experience with things that are appropriate for his age and stage of development."

4. Physical Care: "Each child must be allowed to form his own patterns of sleep.

   "A doctor's certificate must be obtained on every child showing a physical examination and immunizations and tests completed. The certificate must be dated within three months before admission. For children under three, the certificate must state whether immunizations required for day care are complete. For all children aged six months or older, the doctor's certificate must include a microhematocrit or hemoglobin determination.

   "Every four months, doctors' certificates are required for children under age one. Semiannual certificates are required for children one year old. Annual certificates are required for children two years old."

5. Daily Program: "The daily program must be suitable for the child's level of development. The program must include dramatic play, stories, music, use of creative media, free activity periods, outdoor play, and the opportunity to experience firsthand many materials,

situations, and roles. Alternate periods of active play and quieter play, self-directed and adult-directed time, and indoor and outdoor activities are desirable. The encouragement of language must be given high priority."

6. Feeding Program: "The child must be held while he is fed as long as he is unable to sit in a high chair, an infant seat, or at the table. The feeding schedule must be in accordance with the child's need rather than according to the hour."

7. Toilet Training: "Toilet training must never be begun immediately upon admission of the child to the center. This must be delayed until the child is adjusted to staying at the center and is able to understand, cooperate, and communicate his need to use the bathroom."

8. Punishment: "Punishment must not be used with this age group. A kind, firm voice is sufficient. Corporal punishment must not be used under any circumstances."

9. Records: The same records must be kept on infants and toddlers as on other children in the center. In addition to these, an individual "Daily Care Sheet" should be prepared by the person giving care to the infant. A copy of this sheet should be given to and/or discussed with the parent at the end of each day.

TEXAS
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: State Department of Public Welfare.

   b. Statute: Section 8(A) of the Article 695c, Vernon's Texas Civil Statutes, the Public Welfare Act of 1941. Also House Bill 15, Acts of the 51st legislature, Regular Session, 1949, amended 1953 and 1965.

   c. Regulations: "Minimum Standards for Day Care Centers, 1971."

2. DEFINITION:

"A Day Care Center is any place maintained or conducted under private auspices, with or without profit, which cares for more than six children during a part of the 24 hour day. Excluded are facilities supervised by other state agencies."

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: 0 to 14 years of age.
   Number of Children: 7+

   b. Group Size Limits: Not specified.

   c. Child/Staff Ratio:

Under 18 mos	4:1
At least 18 mos but under 2 years	6:1
2 years old	8:1
3 years old	12:1
4 years old	15:1
5 years old	18:1
6 and/or 7 years old	20:1
8 to 14 years old	25:1

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Education/Training: "At least high school education or equivalent."

      2. Physical: "At the time of employment and annually thereafter every employee and volunteer shall submit an authorized physician's statement certifying - physical ability to perform duties, negative T.B. tests, neg-

ative blood serology, immunization against smallpox and freedom from communicable and contagious disease."

3. Character: "The director of a day care center shall provide the names and addresses of at least 3 reputable and unrelated persons to attest to his good character and suitability for the directorship."

b. Teachers and Assistants:

1. Education/Training: "Competent, reliable people, mentally and emotionally able to assume assigned responsibilities."

2. Physical: See 4.a.3. above.

3. Character: "Each staff member shall submit three references who can attest to his good character and suitability. Each staff member shall be a competent and reliable person who is mentally, physically and emotionally able to assume assigned responsibilities in the day care center."

5. PHYSICAL FACILITY:

a. Use Restrictions: "A day care center shall not be located in a rooming, boarding or nursing home. If the center is located in a building which also provides housing for other activities, the persons engaged in the other activities shall not use any part of the building which is used for the day care activities while they are in operation. The day care portion of the building can be used while not in operation if approved by the State Department of Public Welfare and such use is not in conflict with any licensing requirement."

b. Physical Structure:

1. General: "Housing for a day care center shall be sound in structure and shall comply with all state and local building laws and regulations."

"At least two sides of the building shall have exit doors which open directly to the outside from the first floor of the building."

"All stairs and porches over two feet above grade level shall have railings to prevent falls."

2. Usable Floor Levels: "First floor; basements and above first floor level may be given special approval."

3. Indoor Space: "35 sq. ft. per child, the indoor play space shall be exclusive of kitchen, toilet rooms, office, halls, stairways, storage areas, adult furniture, and any areas not available to the children for play."

4. Outdoor Space: "80 sq. ft. per child - total play area in any yard shall be at least 800 sq. ft. - fenced and clear of rubbish and debris."

5. Lighting Requirements: "All rooms shall be adequately lighted. The number of foot candles of light in each room shall be measured by a light meter. The recommended standards are: (1) A minimum of 15 foot candles in rooms where children engage in close activity. 30 foot candles are recommended. (2) 9 foot candles of light shall be maintained for all stairways. (3) A minimum of 10 foot candles for the kitchen. 20 to 30 foot candles are recommended."

6. Toilets - Washbasins/Child Ratio: "1 of each facility to 10 children up to 20 children and thereafter 1:15."

7. Special Features: "The design of the building shall permit the evacuation of all children within three minutes of an emergency."

   "Groups of children supervised according to age or maturity shall have separate play rooms or areas for each group."

6. CODE REQUIREMENTS:

   a. General: "The center shall comply with state and local sanitation, zoning, fire and other ordinances as certified by a written statement from the appropriate agency."

b. Building: See 6.a. above.

"All windows and outside doors shall be screened and securely fastened to prevent falls from open windows."

"The walls, floors and ceilings shall be free of cracks and splinters, and finishes so that they may be washed or otherwise cleaned at frequent intervals."

"Stairs shall be equipped with guard rails and adequately lighted. When children under two are cared for upstairs, a gate shall be provided at the head of each flight of stairs to which these children have access."

c. Fire: See 6.a. above.

"The facility shall in all respects meet the requirements of the fire prevention or safety authorities having jurisdiction over it."

d. Safety: See 6.a. and 6.c. above.

"Closets or chests where medicine or poisons are kept shall be securely locked."

"Storage of garden tools, knives, fire arms, etc. shall be inaccessible to small children."

"Very hot water shall not be accessible to young children."

"Playgrounds and gymnastic equipment shall be kept in good repair."

"Health and sanitary inspection and fire inspection shall be made annually."

e. Sanitation: See 6.a. and 6.d. above.

7. LICENSING FEE: None specified.

8. CHILD HEALTH: Prior to admission, and annually thereafter, the following statements are required for each child:
    a. Certification by a licensed physician on the child's physical ability to participate in the day care program.

b. Certification that the child has been immunized (or is in the process) against diptheria, whooping cough, tetanus, smallpox, measles (rubeola and rubella) and poliomylitis, unless there is a medical or religious reason for not immunizing.

c. Certification of the child's freedom from tuberculosis.

Each child shall be observed daily for symptoms of illness and not admitted if sick or if becoming sick. The child shall be isolated and arrangements made for removal.

Medication and medical procedures shall be administered only on written permission. The child must be specifically prescribed for and the medication in the original container with directions for use.

Cases of communicable diseases shall be reported and re-admission of any child recovered from a communicable disease shall be on the basis of a physician's approval.

In the center at all times there shall be a staff member who:

Can recognize usual symptoms of illnesses/conditions peculiar to chilren.

Knows or can determine the method (axilla, oral or rectal) of temperature taking which the child is accustomed to.

Knows correct technique of sterilizing thermometer; or taking temperature, pulse and respiration; and reading thermometer.

Has basic knowledge of first-aid principles (gained from a certified course if locally available), and can apply them.

Can report concisely the information concerning the child's condition to the child's parent(s) or guardian(s) and/or to the physician, if necessary.

9. OTHER:

a. Records and Reports:

1. Records recommended: "A record should be kept of the fees charged by the day care center."

   "A social record on forms provided by the State Department of Public Welfare should be kept for each child admitted to the day care center."

   "All records should at all times be accessible and made available to authorized agents of the Department of Public Welfare."

   "All records pertaining to the child or his family should be confidential."

   "The center should prepare an annual budget for the operation of the facility to be submitted annually to the State Department of Public Welfare."

2. Reports Required: "Following the issuance of the original license, the executive of the day care center is responsible for reporting the following information every 12 months to the State Department of Public Welfare:

   A fire inspection report: date of inspection; findings; recommendations; extent to which recommendations have been met.

   Medical examination for all staff members and food handlers, showing date of examination and findings.

   Health and sanitation report; date of inspection; findings, recommendations; extent to which recommendations have been met; plans for meeting unmet recommendations.

   Statement describing any changes that may have occurred in the center which might in any way affect the well-being of the boarding children since the previous granting of the license, and any complaints made against the center during the 12 months' operation."

b. Program:

1. "The daily schedule at a day care center shall:

   a. Follow a written plan which provides for regularity and appropriate flexibility in the routines.

   b. Provide alternate periods of active play and quiet play or rest to promote healthy growth and avoid fatigue and/or over stimulation.

   c. Permit reasonably regular eating, resting, and toileting times.

2. There shall be appropriate activities for each age group in accord with the interests and capabilities of the children. These shall:

   a. Contribute to the child's feeling of self-worth as he develops self-confidence, feeling of belonging, and sense of accomplishment.

   b. Provide opportunities for each child to grow increasingly independent - to use judgment, make choices, and express his own ideas.

   c. Encourage children to relate to others, to be cooperative, and to have respect for others."

c. Educational Equipment: "A sufficient number of tables and chairs - all with rounded corners of a height and size appropriate to the age, size and activities of children. Also play equipment and materials appropriate to number, age and developmental needs of the children."

d. Outdoor Play Equipment: "Shall be planned so the needs of the age groups will be met - storage of outdoor equipment shall not pre-empt the required indoor space."

e. Other Equipment: "Individual cots shall be provided so that the children may observe rest periods. Individual sheets shall be provided if beds are used. Individual and adequate covers shall be provided for each child. Lockers or hooks for coats should be provided."

f. Discipline: "Discipline shall be consistent and based on an understanding of the individual needs and development of a child and shall be directed toward teaching the child acceptable behavior."

"Children in a day care center shall:

1. Not be subjected to punishment of a physical nature such as striking or spanking nor any form of humiliating or cruel treatment, or threat of physical punishment.

2. Not receive punishment associated with food, rest or toilet training.

3. Not be threatened by loss of love or by punishment associated with the Deity.

4. Not be subjected to derogatory or sarcastic remarks about themselves or their families or to loud or profane language."

g. Nutrition: "Meals and snacks shall be served at times which meet children's needs and spaced so that there are no unduly long periods without food."

"Children in a day care center for five to ten hours a day shall be served one hot meal providing at least one-third of the daily food needed by the child."

"Children in a day care center for a period of time covering two normal meal hours or for more than ten hours a day shall be served two meals providing at least two-thirds of the daily food needed by the child."

"Mid-morning and mid-afternoon snacks shall be served to the children present at the day care center at these times."

h. Insurance: Not specified apart from vehicle insurance.

i. Transporation: "The driver of a vehicle transporting children shall have a current chauffeurs license from the Texas Department of Public Safety and shall comply with state and local traffic laws and regulations at all times."

"Children in a transportation vehicle shall have at least one adult supervisor at all times."

"Children shall be seated in a comfortable, safe and adequate space at all times when the vehicle is in motion."

"The number of children occupying a vehicle at the same time shall be limited according to state and local laws and regulations."

"Children shall be loaded and unloaded at the curb side of the vehicle or in a protected parking area or driveway."

"If transportation is provided by the day care center, a schedule shall be arranged so that no child will travel more than forty-five minutes on each trip between his home and the day care center."

"Vehicles used for transporting children shall be kept in safe operating condition, licensed in accordance with State laws, and bearing a current inspection sticker as required by the Texas Department of Public Safety."

"Vehicles used for transporting children shall be insured in conformance with State and local laws and regulations."

j. Telephone: "The day care center shall have a telephone (not a pay telephone). Emergency numbers shall be plainly posted by the telephone."

10. SPECIAL PROVISIONS: (Infant Care)

"Children under two years old shall receive care in rooms and outdoor play areas separate from the other children in the center."

"There shall be no passageway through the infant rooms by children of other age groups going from one area to another."

"The needs of the child under two years old shall be consistently met by one staff member who provides a warm, personal relationship with the child."

"Each child under two years old shall be on a flexible individualized schedule with opportunity for rest, eating, and play appropriate for the age and development of the child."

"Each child under two years old shall have opportunity for sunlight and open air including periods outdoors when weather is suitable."

"Each child shall be kept clean and comfortable."

"Toilet training shall be provided for a child at an age and by a process recommended by the child's physician to the parent(s) or guardian(s)."

"Each child under two years old shall have an individual crib or baby bed, provided with a firm mattress covered by waterproof material and crib sheet."

UTAH
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Social Services, Division of Family Services.
   b. Statute: Title 55, Chapter 9, Utah Code Annotated 1953.

   c. Regulations: "Day care standards and procedures for licensing centers caring for groups of children."

2. DEFINITION:

   a. "Day care centers provide care for more than 7 children ages 2 - 14 years in a group for more than 4 hours and less than 24 hours in any one day." Excluded are care by relatives, and careprovided by boards of education or parachial schools.

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: 2 - 14 years.
   Number of children: 7 - 100

   b.

Group Size Limits:	Not required but recommended:
2 to 3 years of age	10 maximum
3 to 4 years of age	15 maximum
4 to 5 years of age	20 maximum
5 to 6 years of age	25 maximum
6 to 8 years of age	25 maximum
8 to 12 years of age	25 maximum

   c. Child/Staff Ratio:

2 year olds	10:1
3 and 4 year olds	15:1
5 and 6 year olds	20:1
7 - 14 years old	25:1

   "A minimum of two adults is required in any center at all times."
   "Centers with fifteen or fewer children may not be required to have additional staff for cooking and housekeeping, provided that the two persons already in the center can adequately supervise the children and perform these other services. The licensing agency shall be the sole judge of this."

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: Not specified.

2. Education/Training: "A reasonable knowledge of the growth and development of children, and of their physical and emotional needs, and of approved methods of handling child behavior, such as might be obtained by a reasonably careful study of such standard publications as published by the U.S. Children's Bureau."

3. Physical: "Each person caring for children, preparing food, or otherwise coming in contact with the children shall have a medical examination prior to commencing work and once a year thereafter."

4. Character: "The director or person in charge must furnish 3 references regarding his character and ability for such work."
"Every member of the staff shall be of good character and reputation free from evidence of physical and/or mental illness, and adapted by temperament to work with children."

b. Teachers: The qualifications for all members of the staff are included in 4.a. above.

c. Assistants: The qualifications for all members of the staff are included in 4.a. above.

5. PHYSICAL FACILITY:

a. Use Restrictions: None specified.

b. Physical Structure:

1. General: "The site, the building, and amount of space indoors and out, the kind of rooms, as well as their location and arrangements are important factors in a day care center."
"Heating, ventilation, and lighting facilities should be adequate to protect the health of children. A comfortable temperature should be maintained in all rooms occupied by the children. Thermometers shall be at child's level, 24 inches from the floor, and the temperature maintained around 70 degrees."

2. Usable Floor Levels: "First floor space is best. Upper floors may be used only when fire and safety regulations are met. Children under four years of age must be kept

only on the first floor. A basement may be used only if it is well ventilated, dry, and properly lighted."

3. Indoor Space: "There shall be a minimum of thirty five square feet of play space for each child, excluding halls, stairs, bathroom and kitchen. The play area must be clear of adult furniture."

4. Outdoor Space: "There shall be a minimum of forty square feet of outside play space for each child. All outdoor play areas should be easily accessible to the indoor facilities and must be completely enclosed with a secure fence. Adult supervision, age sixteen or over, to provide adequate protection of children at all times must be given."

5. Lighting Requirements: "Window space shall equal at least ten per cent of the floor area; windows should have adjustable shades, artificial light providing at least 20 foot candle power should be available."

6. Toilet-Washbasin/Child-Ratio:

Toilet	and Washbasin	Number of Children
1	1	10
2	2	11 - 20
3	3	21 - 30

"Where a two-year-old group of children receives care, one (1) portable chair toilet and one (1) portable wash basin may be substituted for permanent fixtures for the group. Portable units shall be sufficiently strong, durable and stable so as not to present a health, sanitary or physical hazard to children using them. Rooms with wash basins and toilets should be near the playrooms."

7. Special Features: None specified.

6. CODE REQUIREMENTS:

a. General: "Each day care center is responsible to investigate and conform to state laws and regulations and local ordinances regarding housing, zoning, sanitation, fire precautions, water supply, etc. Local fire departments and State Health Division will assist in making these inspections. The State Health Division may work in cooperation with local health departments in making inspections of sanitation facilities."

b. Building: "The building must conform to local zoning, state regulations, and local ordinances."

c. Fire: "Local fire departments will assist in making inspections."
"Fire places and open-faced heaters must be protected by screens. Gas heaters must be vented and installed with permanent connections and protectors."

d. Safety: "All equipment should be free of hazards. Climbing equipment should be set on earth and rounded gravel, rather a hard surface. Care must be taken to protect children from accidents which might result from slipping on rugs, unguarded stairs, improperly cared for electrical equipment, disinfectants, poisons, fish ponds, etc."

e. Sanitation: "The sanitation engineer will visit day care centers as frequently as he feels it is necessary."
"There must be refrigeration, and adequate kitchen equipment, including food storage and for sterilization of dishes. Tightly covered metal garbage cans should be used. Windows and doors must be screened during warm months when flies are around. Regulations on 'Food Services' in nursing homes established by State Division of Health shall also apply to Day Care Centers."

7. LICENSING FEE: No state fee however some city and county governments charge one.

8. CHILD HEALTH:

a. Health Examination: "Any child accepted for care must present, at the time of admission, a statement from a licensed physician, certifying that such child was examined and is free from any communicable disease or from any physical or mental handicap which will interfere with his acceptance for day care. Such examination shall have been performed within three days prior to admission."

b. Immunization: "All children should be vaccinated against smallpox and immunized against diptheria, whooping cough, polio, and other diseases as recommended by the family physician."

c. Isolation Area: "Space for the isolation of a child who is ill or suspected of coming down with a communicable disease shall be provided near enough to the office or playroom so that the child will be within sight of a staff member and will not feel he is being left alone." Returned to parent as soon as reasonably possible.

d. Inspection: "There must be a daily examination of each child for communicable disease as he enters the day care center and before he has mingled with other children. When a center has a pickup and delivery service, this examination must be done before the child enters the bus and mingles with other children. Parents shall not be permitted to drop their children off on the grounds but must bring them directly to the office or reception room and not leave until after the child has been examined. A public health nurse, on request, will instruct individuals on the proper way of making these examinations."

e. First Aid: "Provision shall be made for emergency first aid. No medicine shall be administered unless prescribed by child's physician."

9. OTHER REQUIREMENTS:

a. Records and Reports: "Records shall be kept in an orderly business like manner to meet administrative requirement and to insure knowledge of individual needs of children, to include: full name of both parents, home address, work address, and telephone numbers, and address and telephone numbers of 2 responsible persons designated by parents who may be called in case of illness or emergency when parents cannot be reached."
"Health records and authorization to call physician in case of illness or accident."
"Attendance records for children."
"Either a verbal or written report shall be available to parents daily."
"Each center shall keep an accurate record of staff members employed and hours they work."
"All changes in personnel shall be promptly reported to the County Welfare Department, Department of Social Services, Division of Family Services Licensing Unit.

b. Program: "Each group center shall provide a balanced program of indoor and outdoor play, rest, and meals. Schedule shall be posted and available for inspection at all times."
"The program for school-age children should supplement both school and home life."

c. Educational Equipment: "It is expected that every group care center will be provided with a majority of the following equipment and materials for indoor play:

Animals
Beads (Large Wooden)
Modelling clay or plasticene
Crayons and paper
Blunt scissors
Paste
Puzzles (simple)
Dolls and doll clothing
Basket and boxes of small spools, small blocks, etc.
Peg boards
Push and pull toys
Telephones
Wagons
Wheelbarrows
Sand and sand toys
Blocks (large, hollow, color cubes, solid, in related sizes, etc.)
Floor boats and trains
Small rubber, wooden or metal airplanes, cars, trucks, boats, etc.
Easel, easel paper, paints, brushes
Hammer, saw, nails, soft wood
Mounted pictures (small, in box)
Nests of boxes, blocks, cans
Pyramids with discs and rings
Materials for doll and housekeeping play; tables, chairs, cupboards, stoves, broom, dustpan, mop, ironing board (child size iron, clothespins, suitcases, satchels, trunks, etc.)
Water container and water toys

d. Outdoor Play Equipment: "It is expected that every group care center will provide a reasonable amount of the following materials and equipment for outdoor play:

Climbing apparatus
Swings
Balls
Garden Tools
Push and pull toys
Wheel vehicles (express wagons, tricycles, etc.)
Saw horses and boards
Wheelbarrows
Boxes and crates
Rolling Toys (hoops, kegs, tires)
Sand and sand toys
Hollow Blocks
Miscellaneous baskets, boxes, toy boats, trains, airplanes, etc.
Climbing ropes
Barrels

e. Other Equipment: "Chairs and tables shall be of a child's height and size. Individual lockers or racks, towels, and washcloths shall be provided."
"Children must have individual cots or beds with clean adequate bedding for rest periods."

f. Discipline: "Corporal punishment is not permitted."

g. Nutrition: "The center shall provide a noon-day meal and a mid-morning and mid-afternoon supplement. At least one-third, and preferable one-half, the days food needs should be served."
"The nutritionist usually makes two visits to the center."
"Weekly menus shall be prepared and posted."

h. Insurance: "Liability insurance required for vehicle used for transporting children."

i. Transportation: "Centers which provide a pickup and delivery service must meet all rules and regulations imposed by Business Regulations Department for this type service. The following requirements must also be met:

1. No child shall spend more than one and one-half hours daily in transportation from the home to the day care centers and return.

2. There must be a seat available for all children taken on the bus.

3. If more than ten children are transported in a bus at any one time, there must be an attendant in addition to the driver.

4. Bus must be in good mechanical condition at all times.

5. The driver must have a chauffeur's license.

6. The motor must be turned off, key removed and brakes set any time the driver leaves the bus.

7. It is recommended that any vehicle used for transportation be covered by adequate passenger liability insurance."

j. Telephone: Not specified.

k. Religious Training: "The staff must respect the belief of parents and be observant of child's training as to holidays, Church attendance and diet."

VERMONT
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Vermont State Office of Economic Opportunity, Day Care Operations Unit.

   b. Statute: Vermont State Welfare Laws, Section 2852.

   c. Regulations: State of Vermont Minimum Rules and Regulations for Day Care Centers.

2. DEFINITION:

   "Day care facility means any place operated as a business or service on a regular or continuous basis, whether for compensation or not, where the primary function is protection, care, and supervision of children outside their own homes for periods of less than twenty-four hours a day, by a person other than a child's own parent, guardian, or relative."

   "A Day Care Center is different from Family Home Group Care in that there are over twelve children. There is also a more structured program. The facility is usually not at the residence of the operator, although it may be there if there is sufficient space and equipment."

   Exemptions: (1) A person providing care for children of not more than two families other than that of the person providing care; (2) a hospital or establishment holding a license issued by the Department of Health, or a person operating a program primarily for recreational or therapeutic purpose, unless the hospital, establishment or person provides services for the care, protection and supervision of children not incidental to its primary purpose... and (3) day care facilities operated by religious organizations for the care and supervision of children during or in connection with religious services or church-sponsored activities.

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: under sixteen years of age.

b. Number of Children: 12 or more.

c. Group Size Limits: Not specified.

d. Child/Staff Ratio: For the first group of 12 pre-school children -- 6:1.

   For each additional 9 pre-school children -- 9:1.

   In no event shall the child/staff ratio exceed 8:1.
   For children two years old or under -- 2:1.

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: Minimum of 18 years of age.

      2. Education/Training: "Must have had a satisfactory combination of training and/or experience relating to children. Acceptable experience consist of a minimum of one year of experience with groups of children, preferably preschool. The suitability of the Director must be attested to by reliable and satisfactory references."

      3. Physical: "All staff must have an annual physical examination, or a written statement from their family doctor stating they are in good physical and emotional health. This must include a T.B. patch test or an x-ray."

      4. Character: "All staff shall have an interest in, and a liking for and understanding of children. They should be dependable and consistent in their handling and discipline of children. They shall have demonstrated competence and emotional stability."

   b. Teachers:

      1. Age: Minimum of 18 years of age.

      2. Education/Training: The director shall be responsible for having competent staff who have acquired sufficient

knowledge of early childhood development and developed skills in working with children through formal training and/or work experience.

3. Physical: See 4.a.3. above.

4. Character: See 4.a.4. above.

c. Assistants:

1. Age: Aides under eighteen years may assist under supervision.

2. Education/Training: See 4.b.3. above.

3. Character: See 4.a.4. above.

5. PHYSICAL FACILITY:

a. Use Restrictions: Not specified.

b. Physical Structure:

1. General: The Day Care Center shall provide a pleasant, cheerful environment for children.

2. Usable Floor Levels: Basements are not recommended and unfinished attic rooms are not accepted.

3. Indoor Space: 25 sq.ft. per child.

4. Outdoor Space: 75 sq.ft. per child -- protected from traffic.

5. Lighting Requirements: Sufficient window space to afford sunlight."

6. Toilets-Washbasins/Child-Ratio:

Toilet Ratio	1:20 Children
Washbasins	Not specified

7. Special Features: None specified.

6. CODE REQUIREMENTS:

   a. General: Each center shall conform in sanitary and safety requirements to local legal ordinances and regulations.

   b. Building: See 6.a. above.

   c. Fire: Guards shall be placed around fireplaces, hot radiators, open-faced heaters or floor furnaces. All heating equipment shall be in good condition and comply with State regulations.

      There shall be at least two exits. These may include a fire escape.

   d. Safety: "The day-care center shall conform to the safety requirements of state legal ordinances and regulations."

      There shall be plans for the protection or evacuation of children in event of a natural disaster or other emergency.

   e. Sanitation: "Each center shall conform in sanitary and safety requirements to local legal ordinances and regulations."

      There shall be provision for refrigeration and storage of food as well as for handling food in accordance with approved sanitary measures.

7. LICENSING FEE: Not specified.

8. CHILD HEALTH:

   "When a child enters day-care, a comprehensive health evaluation by the family's physician or the staff physician shall be provided within a month."

   No child shall be admitted to the day-care center if, in the opinion of the director, the child is ill.

   The administering or operating agency shall ensure that each child has had all immunizations appropriate to his age. If this has not been done prior to entering day-care, operator shall work with parents toward getting this accomplished.

9. OTHER:

a. Records and Reports: "The director of a day care facility must keep a record of:

1. Full name and address of parents and home telephone number.

2. Telephone number where parents can be reached in an emergency.

3. Name, address, telephone number of the family physician and the parents' written permission to call him in case of accident or sudden illness.

4. Name, address, telephone number of responsible person to contact in case parent cannot be reached.

5. Health records of each child and staff."

The director will be required to submit to the Vermont State Office of Economic Opportunity, Day-Care Operations Unit, periodically or as needed, and on forms provided for by the Day-Care Operations Unit, information concerning: Names, ages of children cared for; date admitted, date withdrawn; any change in members of household or staff; and health records.

b. Program: The day care center shall provide constructive growth experience by providing a planned program within a flexible schedule.

There shall be provision for individual as well as group activities with opportunities to explore materials and to express themselves and their interests. The program shall thus utilize methods and materials designed to promote the physical, social, emotional, and intellectual development of the child.

c. Educational Equipment: "There shall be equipment which encourages quiet activity (sand, clay, crayons, paints, story and picture books, dolls, puzzles, music, etc.)."

d. Outdoor Play Equipment: "There shall be play equipment which encourages large muscle activity (swings, climbing apparatus, wheel toys, tumbling mats, etc.)."

e. Other Equipment: Not specified.

f. Discipline: Not specified.

g. Nutrition: The facility must provide adequate and nutritious meals and snacks prepared in a safe and sanitary manner. Consultation should be available from a qualified nutritionist or food service specialist. Special diet or medication shall be given to the child only on written permission of the parent or guardian.

h. Insurance: "Each Day Care Center shall carry liability insurance for its own protection."

i. Transportation: "When transportation is provided, the following conditions shall be met:

   1. No more than 6 children in a standard passenger car.

   2. The car operator shall have a senior operator's license.

   3. Automobile insurance with special passenger-carrying permit at limits of bodily injury liability or not less than \$50,000/\$100,000 and property damage liability of \$10,000 shall be carried.

   4. Children shall not be transported in truck bodies."

j. Telephone: Not specified.

VIRGINIA
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Welfare and Institutions.

   b. Statute: Code of Virginia, Chapter 10 Section 63.1-195 through Section 631-219.

   c. Regulations: "Commonwealth of Virginia, Department of Welfare and Institutions Minimum Standards for Licensed Child Care Centers.

2. DEFINITION:

   "A child care center, oftentimes referred to as a day care center, day nursery or school, is defined in the Statute as an institution operated for the purpose of providing care and maintenance for children separated from their parents or a guardian during a part of the day only, but not for any period between the hours of 7 p.m. and 6 a.m. except a public school or other bona-fide educational institution."

3. CHILDREN ELIGIBLE:

   a.

Minimum-maximum age:	Infants and older
Minimum-maximum number:	10 or more

   "Where group care is offered fewer than ten children in a facility other than a family home, these standards also apply."

   b. Group Size Limits: Not specified.

   c. Child/Staff Ratio:

2 years and older	10:1
Under 2 years	3:1

   "Regardless of the number of children under care, a minimum of two responsible adults must be present at all times."

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: Not specified.

      2. Education/Training: There shall be one person in charge on the premises who shall be responsible for the administration of the program. It is essential that the director be a competent administrator with ability to establish and maintain good staff relationships."

         "The director shall have the following educational qualifications: He must now have or acquire within a five year period of the effective dates of these standards or within a five year period of the expiration date of the current license of the child care center in which he is employed the equivalency of fifteen semester hours of college credits."

      3. Physical: "The child care center shall require on each employee and volunteer who comes in contact with the children and each staff person responsible for preparation and serving of food, a current medical certificate certifying as to his or her good health and freedom from communicable disease based on an examination by a licensed physician, including a chest x-ray and serological test for syphilis. The physician's statement must include whether the person is physically and emotionally capable of caring for children. This statement must be required prior to the employment of the staff member and annually thereafter."

      4. Character: Not specified.

   b. Teacher: (Child Care Supervisor)

      1. Age: Not specified.

      2. Education/Training: "The person employed in this capacity shall have or acquire within a five year period of the effective date of these standards or within a five year period of the expiration date of the license of the child care center in which he is employed, a high school diploma."

3. Physical: Refer to 4.a. 3. above.

4. Character: Not specified.

c. Assistants:

1. Age: Not specified.

2. Education/Training: "Assistants may work only under supervision of child care supervisor or teacher and should have the same personal and educational qualifications as set forth for the child care supervisor or teacher."

"Assistants should be given the opportunity to participate in in-service training programs or institutes, workshops or conferences annually."

3. Physical: Refer to 4.a. 3. above.

4. Character: Good.

d. Service Personnel: "Should be dependable and capable, have a suitable personality for working with children and provide responsible references. Service personnel are not to be included when considering child staff ratio, but may be used as emergency substitutes if personal qualifications and duties permit."

5. PHYSICAL FACILITY:

a. Use Restrictions: None specified.

b. Physical Structure:

1. General: "The location of the child care center building shall be safe from traffic hazards. No child care center may be in a location where unnusual conditions exist that would be hazardous to the physical or moral welfare of the children."

"Provision shall be made for kitchen space, eating space, sleeping space, play space, toilet and washing facilities, and a separate room for isolation of children in case of illness and storage space for clothing, records, and equipment. There shall be adequate separation between kitchen and toilet space."

"Walls and floors shall be finished so as to be readily washable. Floors shall be free from splinters."

2. Usable Floor Levels: Not specified.

3. Indoor Space Requirement: "There shall be a minimum of 20 square feet of indoor space and 200 cubic feet of air space."

4. Outdoor Play Space: "A safe, sanitary, and adequate play area shall be available."

5. Lighting: "Adequate lighting and ventilation shall be provided in each room at all times in conformity with state and local building codes."

6. Toilet-Washbasin/Child Ratio: "There shall be provided within the building at least one flush toilet and one sanitary washbasin for every fifteen children. There must be at least one nursery chair for every five children who are being toilet trained or for whom toilet chairs are appropriate."

7. Special Features: "Drinking fountains of approved type or individual disposable cups shall be provided."

6. CODE REQUIREMENTS:

a. General: "A child care center must comply with local ordinances where such ordinances exist."

b. Building: "All child care center buildings shall meet the requirements of the building codes of the community in which the child care center is located and state fire and sanitation codes when applicable."

c. Fire: "For proposed new buildings or alteration of additions to existing occupancies evidence is required that plans and specifications for the work have been submitted to, reviewed by, and approved by the State Fire Marshall for compliance with the Virginia Fire Safety Regulations. A copy of the Marshal's letter of approval will be considered as satisfactory evidence. With existing buildings, evidence will be required prior to licensure that the buildings or addition or alteration have been inspected to comply with the Virginia Fire Safety Regulations."

"The child care center must be free from fire hazard as determined through annual inspection under usual circumstances, by the local fire safety inspection authorities."

d. Safety: "Stairways used by the children shall be equipped with hand rails within their reach.

Safeguards must be at hazardous windows, doors, stairways and openings such as walks and cellar and must be acceptable to existing fire and building codes."

e. Sanitation: "The child care center must comply with recommendations of the local health department based upon an inspection and report as to the sanitary conditions in the child care center. The child care center building shall meet the requirements of sanitation codes when applicable. The equipment of the kitchen and refrigeration shall meet the requirements of the health department of the community in which the child care center is located."

7. LICENSING FEE: None specified.

8. CHILD HEALTH:

a. Physical Examination: "Before admission and annually, each child shall have had a physical examination and shall present a physician's certificate of freedom from communicable diseases."

"A written record of such examinations shall be on file at the child care center."

b. Immunizations: "Each child admitted to the child care center shall have had a TB test and shall have been immunized against diphtheria, smallpox, whooping cough, polio, tetanus and measles (Rubeola)."

c. Morning Inspection: There shall be a morning inspection of each child as he arrives at the day care center.

d. Isolation Area: "Any child showing signs of illness must be isolated in a separate room until he leaves the child care center."

9. OTHER REQUIREMENTS:

a. Records and Reports: "Each child care center must maintain a permanent record for each child. Included are personal information about child, up-to-date health records, written authorization for immediate and emergency medical care, written information showing legal status of child, if legal custody has been removed from one or both parents."

"A daily record of children in attendance."

"An approved method of bookkeeping if nursery is classified as charitable or non-profit."

b. Program: "There should be a schedule of planned events for each day so that the child has this security of knowing the sequence of activities."

"There should be alternate periods of active and quiet play and rest."

c. Educational Equipment: "There should be, for each group activities and equipment to meet their interests and challenge the capabilities of the group. Emphasis should be placed on creative experiences with music, books, stories, blocks, dramatic play and science. Art materials, play materials and equipment should be readily available for the children's use."

d. Outdoor Play Equipment: "There should be equipment for developing large and small muscle control."

e. Other Equipment: "There shall be a separate crib, cot or bed, sheets, and blankets for each child."

"Kitchen facilities and equipment for preparation of hot lunches, and refrigeration of milk and other foods shall be provided."

"First Aid Kit shall be provided."

f. Discipline: Not specified.

g. Nutrition: "Meals should include a morning snack."

"A hot lunch and an afternoon snack .... Meals should be well balanced, attractive and served in a pleasant atmosphere. Menus should be posted."

"Drinking water shall be available to the children at all times."

h. Insurance: Not specified.

i. Transportation: Not specified.

j. Telephone: "Phone number of doctor or hospital shall be posted in conspicuous place for use in case of serious accident or illness."

10. SPECIAL PROVISIONS:

a. Additional Requirements for Infants: "Where children from early infancy up to two years are in care, separate rooms must be provided for those children walking or learning to walk and for those children who have not reached this stage of development. Children two years of age and over must be cared for in separate rooms from those below the age of two."

"Each room must be equipped with hand washing facilities which consist of basin, running water, soap and paper towels; also an examining table convenient to the basin."

b. Staff: "If child under two years of age are given care, there shall be at least one staff member on duty all the time for every three infants under two years of age, such staff to be assigned specifically to care for infants."

c. Nutrition:

1. "Formula's prepared by child's mother must be clearly labeled with child's name and refrigerated immediately on arrival at the center."

2. "Bottle fed infants must be picked up and held when fed."

3. "Children from the age of 6 months to two years should be taught and encouraged in self-feeding."

d. Daily Inspection: "Trained or experienced staff will conduct daily health inspection of children under two. The infant should be stripped and placed on the examining table under a fluorescent light providing one hundred foot candles of light on the working surface."

WASHINGTON
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Social and Health Services.

   b. Statute: Chapter 74.15, Revised Code of Washington (Chapter 172 - Laws of 1967.)

   c. Regulations: Minimum Licensing Requirements for Day Care Centers, 1970. Chapter 388-66--Washington Administrative Code.

2. DEFINITION:

   "Day Care Centers means an agency which regularly provides care for a group of children for periods of less than 24 hours. Exceptions are:

   1. Nursery schools or kindergartens engaged primarily in educational work with preschool children for less than 4 hours per day.
   2. Parents who exchange care of one anothers children on co-operative basis.
   3. Facilities for less than 24 hours where parents remain on premises to participate in activities other than employment.
   4. Facilities approved and certified under RCW72.33.810 (Facilities for the care and training of handicapped persons.)
   5. Any agency having been in operation in this state ten years prior to March 1967, not seeking or accepting monies or assistance from any federal or state agency, and supported in part by endowment or trust fund.
   6. Seasonal camps of 3 months or less duration engaged primarily in recreational or educational activities."

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: 2 ½ minimum - maximum age not specified. (In special situations children under 2 ½ years of age shall be accepted for care with special permission of the Department and then the lower age limit is 4 weeks)

   b. Group Size Limits: No limit.

   c. Child/Staff Ratio: under 1 year - 5:1
   1 - 2 ½ years - 7:1
   over 2 ½ years - 10:1
   (Whenever more than 10 children are on the premises at least 2 staff members shall be on duty)

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: Minimum 21 years of age.

      2. Education/Training: Three years experience or a B.A. in child development or related field.

      3. Physical: "All persons, including volunteers, who are regularly in close contact with children shall be in good health and free from colds and other communicable diseases. They shall have a chest X-ray upon employment and every two years thereafter. Persons under 50 years of age may elect to have intradermal, intermediate PPD tuberculin skin test instead of an X-ray. However, if the tuberculin test is positive, biennial chest films shall be required. Proof thereof shall be on file in the agency."

      4. Character: All staff and volunteers working with children shall be emotionally stable, mature persons of good character. They shall have the personality suited to meeting the physical, mental, emotional, and social needs of the children in care.

   b. Teachers:

      1. Age: "The person whose primary duty shall be the care, supervision and guidance of children shall be at least 18 years of age."

      2. Education/Training: Not specified.

      3. Physical: Refer to 4.a.3.

      4. Character: Refer to 4.a.4.

   c. Assistants:

      1. Age: Other staff 16 to 18 years may be employed part-time if under direct supervision of an adult.

      2. Education/Training: Not specified.

      3. Physical: Refer to 4.a.3.

      4. Character: Refer to 4.a.4.

5. PHYSICAL FACILITY:

   a. Use Restrictions: Not specified.

   b. Physical Structure:

      1. General: There shall be rooms of sufficient size and properly equipped to accommodate the number of children served. "Rooms used for children shall be well ventilated and properly lighted." "All walls, ceilings and floors shall have easily cleanable surfaces and shall be kept clean and in good repair. Toilet rooms and kitchens and other rooms subject to excessive soiling or moisture shall have washable, impervious floors."

      2. Usable Floor Levels: Not above first story unless of concrete-incombustible or if an automatic sprinkler system is used. Two exits are required in basements if used.

      3. Indoor Space: "The play area and napping area shall allow a minimum area of 35 square feet per child."

      4. Outdoor Play Space: "There shall be a safe outdoor play area providing a minimum of 75 square feet per child."

      5. Lighting Requirements: "Lighting intensity shall be at least fifteen foot-candles for all rooms and areas except classrooms and reading areas which shall be thirty foot-candles."

      6. Toilets-Washbasins Child/Ratio: There shall be a minimum of 2 of each facility for each center. The ratio shall be one of each facility to 8 children/staff members.

      7. Special Features:

         1. "Laundry and drying equipment shall be provided unless arrangements are made for commercial laundry service."

         2. "Water Supply shall meet the standards of State Department of Health. Drinking water shall be convenient to children's play area. Bubbler type fountains and common drinking cups are prohibited."

6. CODE REQUIREMENTS:

   a. General: The physical plant, premises, and equipment shall be maintained in good repair.

b. Building: "Any building used for school or day care purposes shall be of not less than 1 hour fire resistant construction or is equipped with sprinkling system." The physical plant, premises and equipment shall be maintained in a clean and sanitary condition, free of hazards, and in good repair.

c. Fire: Every building or structure shall be so constructed, arranged, equipped, maintained, and operated as to avoid undue danger to lives and safety of its occupants from fire, smoke, fumes or resultant panic during the period of time reasonably necessary for escape from the building or structure, in event of fire or other emergency."

"Not less than 2 exits shall be provided from buildings or portion thereof, housing day care centers with more than six children."

"Portable fire extinguishers shall be provided."

Additional information available in "Outline of Rules and Regulations of the State Fire Marshall for Day Care Centers."

d. Safety: "Stairways shall be provided with handrails on both sides. Screens or other satisfactory protection shall be provided for fireplaces, hot pipes, windows, electric fans, drainage ditches, swimming pools, etc. Emergency lighting facilities in operational condition, such as flashlights, shall be available in agencies operating during hours of darkness. Electrical outlets shall be of the tamperproof type."

e. Sanitation: "WAC 388-66-165
Sewage and liquid wastes shall be discharged into a public sewage system or an independent sewage system approved by the local Health Department."
"WAC 388-66-170. The premises shall be kept free of insects, and rodents. Windows and doors shall be appropriately screened."

"All food service facilities and practices shall be in compliance with chapter 248-84WAC, Rules and Regulations of the State Board of Health governing Food Service Sanitation."

7. LICENSING FEE: No fee.

8. CHILD HEALTH:

a. "A health history shall be obtained for each child upon admission. Immunizations shall be completed or brought up-to-date.

If parents object to immunization on religious grounds this requirement shall be waived." Ill children shall not be accepted for care. If they become ill when under care they shall be isolated.

9. OTHER:

a. Records and Reports: "Records giving the following information on each child enrolled in the agency shall be maintained:

1. Identifying information and other personal information.
2. Daily attendance records and fee payments for each child.
3. Record of accidents and illness including action taken."

b. Program: "The program shall be planned in relation to the growth and development of the child and shall provide a balance between quiet and vigorous activities both indoors and outdoors, and between free and organized activities. There shall be reasonable regularity of events from day to day and individual contact between the staff and the child, as well as a sharing of experiences among the children."

c. Educational Equipment: The center shall provide manipulative toys, construction materials, dramatic play materials and books.

d. Outdoor Play Equipment: Equipment such as large boxes, planks, ladders, saw horses, wheeled vehicles, swing and slide.

e. Other Equipment: "A separate bed, cot or crib and clean bedding shall be provided each child requiring naps or rest period."

f. Nutrition:

1. A substantial lunch and midmorning and midafternoon snack shall be served. The "Dietary Allowances of the Food and Nutrition Board, National Research Council" shall be used as a guide to meet the child's nutritional needs. The menu shall be posted daily or otherwise made available to parents.

2. Children admitted before 7:00 a.m., or remaining after 6:00 p.m., shall also be served breakfast and a substantial evening meal if not provided by parents.

3. Nutrient concentrates and supplements and modified diets (therapeutic, special) shall not be served except in accord with WAC 388-66-250.

4. The provisions of WAC 388-66-255 do not apply to hourly care.

g. Insurance: Not specified.

h. Transportation: Not specified.

i. Telephone: "There shall be at least one telephone accessible from all parts of the building(s)."

10. SPECIAL PROVISIONS:

WAC 388-66-300 ADDITIONAL REQUIREMENTS--CARE OF CHILDREN UNDER TWO AND A HALF YEARS OF AGE IN SPECIAL SITUATIONS AND WITH PERMISSION OF DEPARTMENT. (Effective 2-20-70)

a. Age Limit: Children under one month of age shall not be admitted to care.

b. Individual Equipment for Crib Care: Individual cribs of non-toxic washable material are required and shall be maintained in a clean and sanitary condition. Individual equipment and supplies, such as washbasin, towels and diapers shall be provided for each child. Personal care shall be given in the area of each child's crib. Personnel shall wash their hands before and after handling each child. Equipment shall be cleaned and sanitized between use by different children.

The Department may approve the use of separate areas, rather than separate rooms, for the temporary care of children under one year of age provided that handwashing facilities are so located that it is practical for personnel to wash their hands before and after handling each child; and provided that each group of no more than ten such children are separated from other children by solid screens or portable partitions that extend from the floor to a height of at least seven feet and which are of a material and construction approved by the Health Department and the Fire Marshal.

c. Diaper and Linen Disposal: Soiled diapers shall be placed without rinsing into separate cleanable containers provided with waterproof liners prior to transport to laundry or parent.

Soiled linen and clothes shall be immediately disposed of into enclosed laundry containers. If disposable diapers are used, they shall be incinerated daily in an approved incinerator.

e. Children Under One Year: Children under one year of age shall be cared for in rooms separated from older children, with not more than ten such children to a room and with handwashing facilities in each such room. There shall be a minimum of two feet between cribs on all sides other than those against a wall.

f. Formula Feedings:

1. All formulae shall be prescribed by the child's physician or the agency's advisory physician and be provided by the day care center. Formulae for infants six months and under must be commercially prepared and ready to feed, except for special formulae for individual children in accordance with WAC 388-66-250. Such special formula shall be prepared under methods and conditions approved by the State Department of Health.

2. Infants under 6 months of age shall be held during all feedings. Infants over 6 months of age who show a preference for holding their own bottle may be allowed to do so providing an attendant remains in the room and within observation range.

3. Infants too young to sit in a high chair or at a feeding table must be held in a semi-sitting position while being fed formula or solids.

g. Staffing:

1. There shall be one child care person assigned to each five children under one year and for each seven children between one year and two and one-half years of age.

2. Except as specifically authorized by the Department, there shall be a registered nurse on duty the equivalent of at least two days a week to supervise the health program, and a registered nurse or a licensed practical nurse on duty at all times that children under one year of age are under care.

h. Equipment for toileting and toilet training of children at this age shall be provided and maintained in a sanitary condition at all times. Infants in diapers and those using toilet training equipment need not be included when determining the number of flush-type toilets required by WAC 388-66-160.4.a.

WEST VIRGINIA
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Welfare.

   b. Statute: Chapter 49, Child Welfare, of the Public Welfare Law of West Virginia.

   c. Regulations: Standards and Licensing Requirements for Day Care Centers. West Virginia Department of Welfare, July, 1965.

2. DEFINITION:

   "A day care center has as its primary purpose the care and protection of 6 or more children over 2 years of age for part of a day away from their parents in a group setting." Excluded: facilities operating only a few hours a day, summer camps, bowling alleys and club operated facilities.

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: 2 and over.
   Minimum-maximum number: 6 or more:

   b. Group Size Limits:

Age	Number of children
Under 3	8
3 to 6 (mixed age)	10
6 and over (mixed ages)	12 to 15
6 and over (grouped by age)	20

   c. Child/Staff Ratio:

Age	Group Size	Child/Staff ratio
Under 3	8	8:1
3 to 6 years	10	10:1
School age	12 to 15	15:1
In large centers when grouped by age:		
2 to 3 years old	8 children	8:1
3 to 4 years old	10 children	10:1
4 to 5 years old	15 children	15:1
5 to 6 years old	18 children	18:1
6 and over	20 children	20:1

   "It is desirable that there be at least two adult staff members in the center regardless of number of children in attendance."

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: "The director must be at least 21 years of age, mature and competent as an administrator."

2. Education/Training: "The director should have had experience with pre-school children and must have a high school education. It is desirable that courses and work shops in pre-school education and child development."

3. Physical: "All staff members must submit, when employed and once a year thereafter, a physician's statement based on a recent physical examination that they are free from illness or health conditions which might be detrimental to a child's health. This must include a report of a chest x-ray and laboratory findings when prescribed by the physician."

4. Character: Not specified.

b. Teachers: (Regular Staff)

1. Age: "All regular staff must be at least eighteen years of age."

2. Education/Training: "Staff members must have the capacity for enjoying children, and have the ability to handle emergency situations intellegently and quickly."

3. Physical: Refer to 4.a.3. above.

4. Character: Not specified.

c. Assistants:

1. Age: Under 18.

2. Education/Training: "Part-time staff under 18 with work permits may be used as aides for staff members, but not left alone with children without adult supervision."

3. Physical: Refer to 4.a.3. above.

4. Character: Not specified.

5. PHYSICAL FACILITY:

a. Use Restrictions: Not specified.

b. Physical Structure:

1. General: "It is desirable that day care centers be located in or near neighborhoods where the children live, so that the children may learn about their surroundings and travel time kept to a minimum."

2. Usable Floor Levels: "First floor rooms with low outside windows allowing the children to look outside are preferable for day care programs."

3. Indoor Space Requirements: "The indoor play space must include 35 square feet of floor space for each child exclusive of hallways, lockers, laundry, furnace room, and that part of the kitchen occupied by stationary equipment."

4. Outdoor Space Requirements: "Outdoor area must provide 100 square feet of play space. Area must be enclosed with fence to prevent children from leaving the area without proper supervision."

5. Lighting Requirements: "Playrooms must have exposure to sunlight from one or more sides, and have adequate ventilation, lighting, and proper heating."

6. Toilet-Washbasin/Child-Ratio:
One toilet One Washbasin 10 children

7. Special Features: None specified.

6. CODE REQUIREMENTS:

a. General: "Day care centers must meet local and state fire regulations, sanitation regulations, zoning and other ordinances."

b. Building: "Plans for new buildings, additions, or remodeling must be approved by State Fire Marshal and the State Health Department before construction is undertaken. Whenever a center moves to a new location or builds new buildings, the State Licensing Board must be notified."

c. Fire: Refer to 6.a. and 6.b. above.

d. Safety: "Locked cabinets must be provided for household cleaning substances and drugs which would be harmful to children."

"Precautions must be taken to prevent accidents. Stairways for children must have hand rails. Precautions around delivery and pickup of children must be assured."

e. Sanitation: "The premises and building must be inspected at least once a year preferably by the county health department and certified as meeting sanitation requirements."

7. LICENSING FEE: None required.

8. CHILD HEALTH: "Child must have health examination prior to admission. The examination report should include immunizations needed."
"A person who knows the children individually and is capable of recognizing signs of communicable disease or ill health must conduct the morning inspection of each child."
"A sick child must be isolated from the group until arrangements can be made for his care away from the center."
"All state and local health regulations must be followed in regard to sanitation and disease."

9. OTHER:

a. Reports and Records:

1. "Completed records must be developed for good administration, for evaluation with parents, and for evaluation of the child's development."
"Individual records for each child must include: Information about the child and his family, attendance record, financial arrangement and fee paid. Medical statement from child's physician maintained in chronological order. Parents' permission for medical care. Current and accurate addresses and telephone numbers of parents and family doctor."

2. "A personal file must be kept on each staff member and shall include a record of education, experience, reference, and medical records."

b. Program: "The program of day care centers must not include activities which emphasize teaching pre-school children to read or write."
"There must be a regularity in day to day routines which gives children a sense of stability and continuity."

"To protect children from fatigue, the active and quiet play activities shall be carried out in alternative periods." "The activities and materials provided should be planned to reach the interests and abilities of each age group."

c. Educational Equipment: "Play things must include equipment that allows for large muscle activity, raw materials for creative activity, things that help children play together such as dolls, blocks, balls, toy animals, materials for esthetic enjoyment as books, music and nature study materials."

d. Outdoor Play Equipment: "There must be outdoor play each day when weather is suitable. Outdoor equipment shall offer development for large and small muscle coordination."

e. Other Equipment: "There must be individual sheets, blankets, and cots for each child to be used only by that child." "It is recommended that bathroom fixtures, chairs, tables, shelves and lockers be of appropriate height for the children."

f. Discipline: Not specified.

g. Nutrition: "Children must be served a regular hot meal supplying one-third of their daily food needs if their attendance covers more than four hours at the center each day. In the full day program, a morning snack must be served pre-school children, also a hot lunch and an afternoon snack."

h. Insurance: "There must be insurance to protect the child and operator in case of accident."

i. Transportation: Not specified.

j. Telephone: Not specified.

10. SPECIAL PROVISIONS:

a. Infant Care: "Separate care and program must be provided for children under 3 years of age because most children that age are not sufficiently developed to benefit from group experience."

b. School Age Children:

1. Program: "The standards for a facility remain the same, but consideration must be given to the supervision of the school age child and the activities that are planned in relation to the development of the children and their experiences at home, at school and in the community."
   "The day care program for the child who attends school should be planned with some order and sequence, to offer opportunity for active play, for rest, for learning skills, for group discussion, for solitary occupation and for meeting physical needs under qualified supervision."

2. Activities and Equipment: "In day care centers accepting school age and pre-school age children, activities for the school age child should include arts, crafts, opportunity for organized games, and for development of individual skills. Basic equipment for carrying out these activities must be provided. Trips to explore the community should be arranged. School-age children should be able to participate in neighborhood and community activities."

3. Staff: "When children are accepted for after school care in a day care center and the total number of children then exceeds that for which the regular staff can give care according to the prescribed standards, an additional staff person must be employed for the school age group, with one person responsible for a maximum of twenty children of school age. If the facility accepts only school age children, the prescribed standards for staff apply in all respects except that each staff person may be responsible for a maximum of twenty children. A minimum of two responsible adults must be available at all times."

WISCONSIN
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Health and Social Services.

   b. Statute: Wisconsin Statutes; Chapter 48. Section 48.65-4878. Childrens Code 1967.

   c. Regulations: Rules for Licensing Day Care Centers for Children, March 1971.

2. DEFINITION:

   a. "Day Care Center means a licensed facility where a person or persons provide, for compensation and/or consideration for service, group care for 4 or more children under 7 years of age, for less than 24 hours a day. A day care center may be licensed as:

      1. A day nursery, which must meet all the rules for licensing day care centers, or as

      2. A nursery school, which must meet all the requirements for a day nursery and in addition, for each 23 children, must have at least one staff member certified as a nursery school teacher by the Department of Public Instruction or a staff member who shows evidence of meeting the qualifications required for such certification."

3. CHILDREN ELIGIBLE:

   a. Minimum-maximum age: Infant to 7 years.
      Minimum-maximum number: 4 or more.

   b.

Group Size Limits:	Maximum Number in a Group
Infant to one year	6
1 to 2 years	8
2 to 2 1/2 years	12
2 1/2 to 3 years	16
3 to 4 years	20
4 to 5 years	24
5 years or over	32

"A child under 2 years of age shall be enrolled only in a day care center where there are no more than 8 children in a group."
"In a day care center with 9 or more children present there shall be at least two adults available at all times in the building."
"In a day care center for 8 or less children there shall be a second adult who meets the qualifications available within 5 minutes."

c. Child/Staff Ratio

Infant to 1 years	3:1
1 to 2 years	4:1
2 to 2 1/2 years	6:1
2 1/2 to 3 years	8:1
3 to 4 years	10:1
4 to 5 years	12:1
5 years or over	16:1

4. STAFF QUALIFICATIONS:

a. Directors:

1. Age: at least 21.

2. Education/Training: "High School education or equivalent as determined by the Department of Public Instruction. Minimum of one course in early childhood education or child development as approved by the Department or be presently enrolled in such a course."
"The person who has primary responsibility for children in a center for 9 or more children shall have 2 years of credit in an institution of higher learning with at least one course equivalent to early childhood education or child development approved by the Department, or be presently enrolled in such a course."

3. Physical: "All persons who come in contact with children shall have a health examination within one year prior to employment and annually thereafter from the date of the last examination. The health report shall certify that the person is free from illness detrimental to children, and has had a negative tuberculin test or chest x-ray."
"The person is physically and emotionally able to work with young children."

4. Character: not specified.

b. Teachers:

1. Age: 21 years.

2. Education/Training: "A nursery school teacher in a center licensed as a nursery school shall have or show evidence of meeting qualifications for a nursery school teacher's certificate issued by Wisconsin Department of Public Instruction."

3. Physical: see 4.a.3. above.

4. Character: "Two references from persons who can vouch for persons integrity, emotional stability and suitability to work with children."

c. Assistants: (Teacher or Aide)

1. Age: at least 18.

2. Education/Training: "Have completed or be enrolled in a child care course approved by the Department." "Volunteers shall have at least 4 hours of training in day care programing and procedures before working in the classroom."

3. Physical: see 4.a.4. above.

4. Character: see 4.b.4. above.

5. PHYSICAL FACILITY:

a. Use Restrictions: "Space designated for use by children shall be available for the children only and not used for other purposes while the center is open."

b. Physical Structure:

1. General: not specified.

2. Usable Floor Levels: "Only floors having at least 2 exits to the ground level shall be used for children."

3. Indoor Space Requirements: "The space used by children shall include 35 square feet of floor space per child." "Separate playrooms shall be provided for school age children while children under 5 are napping."

4. Outdoor Space Requirements: "There shall be at least 75 square feet of play space for each child using the play area at a given time."
"The outdoor space shall be enclosed in such a manner as to provide protection."

5. Lighting Requirements: "There shall be a minimum of 20 foot candles of illumination throughout every room used by children as measured on a light meter maintained on a horizontal plane 24 inches above the floor."

6. Toilet-Washbasin/Child-Ratio:

Toilet and Washbasins	Number of Children
1	1 to 10
2	11 to 25
3	25 to 40
4	41 to 55
5	56 to 70
6	71 to 85

7. Special Features: "A supply of safe drinking water shall be readily available at all times from a drinking fountain or by use of disposable cups."

6. CODE REQUIREMENTS:

a. General: not specified.

b. Building: "There shall be a report of inspection by the Department of Industry, Labor and Human Relations or by a certified investigator of that Department as evidence of satisfactory compliance with the state building codes."

c. Fire: "Each floor of the day care center shall be equipped with the required number of fire extinguishers approved by the Underwriters' Laboratories. Automatic carbon tetrachloride extinguishers are prohibited."
"All staff members must be instructed in the use of the fire extinguishers."
"Each extinguisher shall be inspected by a competent person once a year and shall bear a label indicating its present condition and the date of inspection."

d. Safety: "Fireplaces, steam radiators, and hot surfaces such as steam pipes shall be protected by screens or guards."
"Dangerous items, such as drugs and firearms, which are located anywhere on the premises shall be under lock and key."
"Materials harmful to children, such as cleaning materials and matches, shall be kept out of the reach of children."
"Each center shall have a plan for the evacuation of the center."

e. Sanitation: "The premises shall be kept free of litter and in sanitary condition."
"The water supply shall be of safe, sanitary quality and shall be obtained from a water supply system the location, construction and operation of which shall comply with the standards approved by the Department of Natural Resources."

"Dish washing procedures and care of equipment shall comply with the current written recommendations of the Division of Health."

7. LICENSING FEE: No licensing fee is charged. Licensing is done by the Division of Family Services as a protection to children and families. (Occupancy permit in Milwaukee are the only known costs in this regulatory process.)

8. CHILD HEALTH: "Each child shall have a physical examination by a licensed physician not more than 90 days prior to nor later than 30 days after admission to the day care center and annually thereafter."
Include: "A health record which states that the child has been or is being immunized against diptheria, whooping cough, tetanus, poliomyelitis, mumps, measles (rubeola), German measles (rubella), and vaccinated for smallpox and the approximate dates. A record of tuberculin testing."
"In addition each child under 24 months of age shall be given a medical exam by licensed physician after admission."
"A daily observation of each child on arrival at the center to detect signs of illness."
"Temporary isolation shall be provided for children who become ill while in care."
"Isolation shall be within sight and hearing of a staff member."

9. OTHER:

   a. Records and Reports: Personal record for each child. Record for each employee.

   b. Program: "There shall be a planned program appropriate for the age of the children. The program shall provide each child with:
      1. Opportunity for active and quiet activities,
      2. Opportunity for outdoor activity,
      3. Opportunity for individual and group activity,
      4. Opportunity for experiences in which he can progress at his own rate,
      5. Opportunity for creative expression,
      6. Opportunity for intellectual stimulation and
      7. Protection from excess fatigue and overstimulation."

   c. Educational Equipment: "Equipment shall be provided for both indoor and outdoor activities."
   "It shall be scaled to the size, age, and development level of children; of sound construction and in good operative condition."
   "A variety of equipment from each of the following shall be selected:

1. To provide for large muscle development.

2. To provide for small muscle and manipulative skills.

3. To provide for intellectual stimulation.

4. To encourage social interaction.

5. To encourage creative expression."

"There shall be a sufficient quantity of equipment so that each child may have a variety of things to do each day."

d. Outdoor Equipment: not listed separately. (See educational equipment).

e. Other Equipment: "When a child naps a washable, safe bed, crib or cot and individual sheets or blankets shall be provided by either the parent or center."

f. Discipline: "There shall be no physical punishment or other punishment which is humiliating or harmful to the child."

g. Nutrition: "Children shall be provided a mid-session snack or beverage when present for from 2 1/2 to 4 hours. One meal shall be served plus a mid-morning and mid-afternoon snack if the session is more than 4 hours, and a second meal if the session is more than 10 hours."
"Each meal shall supply at least 1/3 of the daily needs of a child."

h. Insurance: "The board or owner shall carry liability insurance."
"The board or owner shall provide for workmen's compensation insurance in accordance with Chapter 102 of the Wisconsin Statutes and comply with provisions of federal social security act."

i. Transportation: "When a center provides transportation, it shall assume responsibility for a child between the place where he is called for and the center, and from the time he leaves the center until he is delivered to his parents or to a responsible person designated by his parents."
"There shall be at least one adult supervisor in addition to the driver when there are more than 10 children in the vehicle."

j. Telephone: "The center shall have at least 1 telephone with a list of emergency telephone numbers such as the local rescue squad, fire department, police department, and emergency medical service posted on or beside each phone."

10. SPECIAL PROVISIONS

a. Infant Care: "There are additional requirements for centers serving children under 2 years of age."

1. The non-walking child shall have opportunity each day for creeping and crawling in a clean, safe open uncluttered space.

2. Each child shall have individual personal contact and attention from an adult.

3. Each child shall be closely supervised.

4. Each child shall be allowed to form their own pattern for waking and sleeping periods.

5. No routine attempt to toilet train before 18 months.

6. A child under 2 shall be fed on own individual feeding schedule and held for bottle feeding.

7. Food and bottles brought from home shall be labeled and refrigerated.

WYOMING
Day Care Centers

1. REGULATING AUTHORITY:

   a. Licensing Authority: Department of Health and Social Services.

   b. Statute: Child Care Agency Licensing Act, Wyoming Compiled Statutes, 1957.

   c. Regulation: "Minimum Standards for Licensing Childcaring Facilities, 1970."

2. DEFINITION:

   a. Group Day Care: A facility which provides care for eight or more children for between two and 24 hours per day. The number of children who may be cared for in a particular day care facility depends on the available staff, facility, space, program, and equipment. No child under the age of two shall be cared for in group day care facilities. Group day care centers may be referred to as day care centers, private kindergartens, preschools, and play groups. These are facilities having a planned program usually two to three hours in length to further the development of the child below school age. Excluded from the definition are summer camps and any facility operated by a division of the state government.

      Group day care facilities, which include preschool and kindergarten, fall into two groups: (1) those operated by individuals for profit; and (2) those operated by churches, community groups or others as a non-profit community service.

3. CHILDREN ELIGIBLE:

   a. Minimum-Maximum Age: 2 years - 17 years.
      Number of Children: 8 or more.

   b. Group size limits: Not specified.

   c. Child/Staff ratio: 2 to 4 years of age -- 10:1
      4 to 5 years of age -- 15:1
      5 to 6 years of age -- 20:1

4. STAFF QUALIFICATIONS:

   a. Director:

      1. Age: At least 21 years of age.

2. Education/Training: A "preschool" operator shall have completed two years of college with some course work in early childhood education or shall have six years experience or an equivalent combination of education and experience.

3. Physical: A doctor's statement shall specify that each applicant, staff member or volunteer worker is (a) in good health to care for children, (b) free from physical and mental illness including active TB, and (c) not addicted to drugs or alcohol. Annual health statements are required.

4. Character: Each applicant shall have three letters of reference on file attesting to his character and child-caring ability. No applicant or staff member shall have been convicted of a felony.

b. Teachers:

1. Age: All staff shall be at least 16 years of age.

2. Education/Training: A kindergarten teacher shall meet current Wyoming certification standards with an endorsement to teach kindergarten.

3. Physical: See 4.a.3.

4. Character: See 4.a.4.

c. Assistants:

1. Age: See 4.b.1.

2. Education/Training: Not specified.

3. Physical: See 4.a.3.

4. Character: See 4.a.4.

(Note: For group day care facilities caring for 12 or more children, at least one person should have training, education and/or experience in the field of early childhood education or child development, social work or nursing.]

5. PHYSICAL FACILITY:

a. Use Restrictions: The Child care facility shall comply with all local ordinances, relative to zoning. If the facility provides other services the buildings or space for child care shall be segregated and used exclusively for that purpose.

b. Physical Structure:

1. General: Buildings or space for child care shall be properly equipped to provide a normal, happy, and stimulating environment for the children in care. Attic or basement rooms shall be dry, heated, lighted, ventilated and free of fire hazards, and have at least two exits from each floor.

2. Usable Floor Levels: See 5.b.1; otherwise not specified.

3. Indoor Space: 35 sq. ft./child.

4. Outdoor Space: 200 sq. ft./child -- fenced or enclosed.

5. Lighting Requirements: Not specified.

6. Toilets-Washbasins/Child Ratio:

Ages of Children		Facilities
Under 4 years	1*:	1-7 children
Under 4 years	1*:	Each 8 children or portion thereof.
Over 4 years	1*:	1-12 children
Over 4 years	1*:	Each 12 children or portion thereof.

* 1 toilet and 1 washbasin

7. Special Features: "The tables, chairs, shelves, lockers and bathroom facilities shall be of appropriate height and size for children."

6. CODE REQUIREMENTS:

a. General: The premises of all child care facilities shall be open for inspection, upon request at reasonable times, by any authorized representative of the Division of Public

Assistance and Social Services or the Certification Board. The facility shall conform to the state standards with respect to safety, environmental health, heating and ventilation.

b. Building: No state building codes exist: national building codes are used.

c. Fire: No state fire codes exist: national fire codes are used.

d. Safety: See 6.a.

e. Sanitation: Bath and toilet facilities shall be located in the same building.

7. LICENSING FEE: None required.

8. CHILD HEALTH: A certificate of physical examination signed by a physician currently licensed to practice in the state of Wyoming shall be required of each child admitted. Arrangements shall be made for medical emergencies.

9. OTHER:

a. Records and Reports: Each facility shall maintain a permanent record on each child including:

1. Child's name and age.
2. Name and address of parents, guardian, or supervising agency.
3. Date and reason admitted.
4. By whom placed.
5. Any illness or unusual condition.
6. Authorization of parents, guardian or supervising agency for the care desired in case of illness or accident.
7. Name and phone number of physician.
8. The physician's certificate of examination.
9. Date dismissed and custody assumed by whom when services terminated.

When a child is absent because of illness for five days or more, a written statement by a duly licensed physician as to the child's recovery must be provided before he is returned to the group. Each facility employing personnel shall maintain a personnel record for each full-time or part-time employee to contain the following: name, age, education, child caring experience, work history, copies of three references, copies of medical reports and present duties.

b. Program: The program policy shall include the following requirements:

1. A well regulated daily routine including rest periods, regular meal hours, and play. Each child shall be taken or allowed outdoors daily during good weather.

2. Any work, activities, or household duties required of a child shall be appropriate to his age, health and abilities, and shall have as their primary purpose the training of the child rather than to serve the needs of the facility.

3. Services required to assure the physical, spiritual, mental, social and emotional development of the child accepted for care shall be provided.

4. All children, except those excluded for due cause such as health, mental deficiency or emotional disturbance by proper authorities, shall receive education in compliance with the Wyoming Statutes pertaining to compulsory school attendance.

c. Educational Equipment: See 5.b.7. Also play materials and equipment shall provide for a variety of appropriate activities.

d. Outdoor Play Equipment: Not specified.

e. Other Equipment: Each child shall be provided with his individual cot or bed and bedding; bunk or tier beds shall not be approved.

f. Discipline: Not specified.

g. Nutrition: Wholesome food shall be prepared in a clean and healthful environment. The facility shall provide a well-balanced and nutritional diet.

h. Insurance: Not specified.

i. Transportation: Not specified as such but sufficient parking area should be available to permit safe practices of daily admittance and pickup of children.

j. Telephone: Not specified.

k. Religion: A child shall not be given religious instruction in a faith other than that specified by his parent or guardian.